

Hawaii Medical College

2021 Catalog



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Effective Date: 1/20/2021



INTRODUCTION

This catalog provides information about Hawaii Medical College's policies, programs, and services. We reserve the right to make changes to the following without notice or obligation:

Change, delete, supplement, or amend at any time the information, requirements, and policies contained in this catalog or other documents.

Cancel or reschedule classes, change class times, set maximum limit for enrollment in certain classes, and revise class scheduling policies or procedures.

Discontinue or modify any course or program at any time due to circumstances beyond our control including but not limited to unavailability of qualified instructors, physical facilities, or equipment; or insufficient student enrollment.

NON-DISCRIMINATION POLICY

It is the policy of Hawaii Medical College to comply with Federal and State laws, which prohibit discrimination in programs and activities. Hawaii Medical College does not discriminate based on race, color, national origin, religion, sex, disability, marital status, sexual orientation, or age in the admission or treatment of its students, prospective students, employees, or prospective employees.

THE AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATION POLICY

The Americans with Disabilities Act (ADA) gives individuals with disabilities civil rights protection that is similar to that provided to all individuals based on race, sex, national origin, and religion. The act guarantees equal opportunity in employment, public accommodations, transportation, state and local government services, and telecommunications. In addition, Section 504 of the 1973 Rehabilitation act states: "No otherwise qualified handicapped individual in the United States shall, solely based on his/her handicap, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

Hawaii Medical College understands that a disability may preclude a student from completing the required course competencies and or from fulfilling the course requirements in the same method expected of nondisabled students. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, qualified applicants/ students with disabilities may request that appropriate course accommodations be considered. All applicants/students with special needs are encouraged to apply.

Applicants or students who would like to request disability service accommodations must submit a completed ADA request form to the Director of Education for approval.

The Applicant/Student will receive written notification of the determination within seven (7) calendar days from the Director of Education.

Once approved, the Program Coordinator and Instructors will create an individual Student Success Plan (SSP) to accommodate the specific learning disability needed for their academic accommodations.

MISSION AND INSTITUTIONAL GOALS

MISSION

To provide quality education in a supportive learning environment where students develop credentialed professional and technical abilities to be successful in their chosen careers.

INSTITUTIONAL GOALS

Having a growth mindset, passionate commitment and a supportive environment are all essential to the success of Hawaii Medical College. These values are central to the operation and foundation of the college.

Growth mindset is the belief that talents can be developed through hard work, good strategies, and input from others.

Therefore, we will:

- Offer high quality and rigorous programs across various instructional methodologies (on ground, hybrid and online) that support industry needs
- Provide ongoing training and support to ensure effective teaching and learning practices that maximize student learning
- Stretch ourselves by getting feedback from students, employees and employers to help us improve
- Develop plans to help guide us to a deliberate future that benefits all stakeholders

Passionate commitment is showing a very strong dedication

Therefore, we will:

- Maintain a high standard of ethics as defined by ACCET's principles of ethics
- Create and sustain relationships with accrediting agencies, industry organizations, universities, colleges, and community partners to support continued growth and development of our college.
- Observe timely reporting rules and guidelines of our regulatory bodies including, ACCET, the Dept. of Education and the State of Hawaii
- Strengthen employer relationships to increase employment opportunities available to our students

Supportive environment means providing encouragement and actively giving help to someone who needs it.

Therefore, we will:

- Strive to maintain a friendly, helpful, supportive and team-like atmosphere
- Strive to increase access to internal and external resources to help improve the lives of our students
- Maintain the confidentiality of HMC student and employee information to ensure trust

ADMINISTRATION

HISTORY

Hawaii Medical College was incorporated on May 10, 2007. First classes began on August 20, 2007.

LOCATION

The college is located on Kapiolani Boulevard between Pensacola and Pi'ikoi Streets. It is directly across from the Design Center and is a short block from Ala Moana shopping center and major business organizations. The College is easily accessible by public transportation and ample pay parking options available to students. The main phone number is (808) 237-5140.

HOURS OF OPERATION

Monday through Thursday- 8:00 am to 9:30 pm. Friday- 8:00 am to 4:30 pm.

Saturday- 8:00 am to 4:30 pm. Closed Sundays and most major national holidays. Open most state holidays. (see academic calendar).

AFFILIATIONS

Hawaii Medical College maintains membership in various professional, community, and business organizations, which include the National Healthcareer Association (NHA), American Academy of Professional Coders (AAPC), American Medical Technologists (AMT), Pharmacy Technician Certification Board (PTCB), National Center for Competency Testing (NCCT), the Better Business Bureau (BBB) of Hawaii, and the African American Diversity Cultural Center of Hawaii.

ACCREDITED

Hawaii Medical College is fully accredited by the Accrediting Council for Continuing Education and Training (ACCET), a U.S. Department of Education Recognized Agency.

AUTHORIZATION

Hawaii Medical College is authorized through Hawaii Post-Secondary Education Authorization Program under the Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813.
(808) 586-7327.

LEGAL CONTROL

Hawaii Medical Institute, Inc. is a privately held S corporation that operates in accordance within the laws of the State of Hawaii.

BOARD OF DIRECTORS

Ashton Cudjoe,
William Jarvis,

President/CEO
Chairman

STAFF

Michell-Lyn Acorda,
Kevin Awaya, MBBS, MS, BS
Sidney Ayakawa,
Julie Bannister, MBA
Renz Beltran,
Jaylene Benigno,
Josephine Busano,
Chyanne Cabrera,
Cheryl Char,
Charis Matsuwaki, CPhT, BSN, RN
Raquel Fulton,

Financial Aid Advisor II
Director of Education - IDL
Student Services Advisor
Associate Director of Admissions
Chief Financial Officer
Student Support Assistant
Human Resource Manager
Externship Coordinator
Director of Career & Student Support Services
Director of Education – Campus Live
Senior Financial Aid Advisor

James Hawkins,
Travis Ho,
Ismael Mendoza,
Joshua Mendoza,
Jennifer Olevson
Crystal Samuseua,
Heidi Ho'okano,
Jetta Tobin,
Clarissa Paguirigan,
Olivia Villaflores,

Director of Marketing, IT & Facilities
Lead Admissions Advisor
Student Accounts Manager
Asst. Director of Student Support Services
Director of Financial Aid
Student Services Advisor
Career Services Coordinator
Assistant to the Director of Education
Student Accounts Assistant
Financial Aid Advisor I

PROGRAM COORDINATORS

Kiana Awong,
Shelley Fernandez, CCMA, CET, CPT
Susan Hagedorn, CPC, CPC-P, COC, CPPM,
CBCS, CEHRS
Kesha Unciano, MA

Pharmacy Technician Coordinator
Clinical Program Coordinator
Healthcare Admin, Billing, Coding Coordinator
AAS Coordinator

FULL-TIME FACULTY

Chris Okumoto
Perfecto Salvador, MPsy, CMFSW, RMA, CCMA
Thomas Walker, DC, RMA, CCMA
Cherie-Lyn Delima,
Ingrid Lewis,
Ashley Wang,

Computer/General Education Instructor
Clinical Instructor
General Instructor/Clinical Instructor
General Instructor
General Instructor
General Instructor

ADJUNCT FACULTY

Jimmy Ayento, CPT,
Kyrie Low
Erika Matamua,
Tiffany Makue,
Sienna Smoot,
Piliialohamauloa Cashman,
Wilma Ulep

Clinical Instructor
General Instructor
HABC Instructor
General Instructor
General Instructor
General Instructor
General Instructor

COMMUNITY ADVISORY COUNCIL

Darryl Kan, MD,
Derek Tengan, PharmD,
Kore Liaw, MD
Mark Santi, MD
Nora Uehara,
Randy Wong, MD

President, Orthopedic Associates
5-Minute Pharmacy
Physician, Hawaii Pacific Neuroscience
Chief, Surgery & Dept of Orthopedics, Kaiser
Owner, MedBill Hawaii
Plastic Surgery practice

ADMISSIONS

GENERAL ADMISSION PROCEDURES

Prospective students are invited to visit Hawaii Medical College to discuss career planning and educational programs with an Admissions Advisor. Students are requested to fill out a marketing survey and a Confidential Questionnaire about their educational objectives.

A tour of the school and first-hand information regarding the curriculum and facilities are provided during the campus visit.

If interested, the prospective student will then complete an Application for Admission.

All applicants are scheduled to take a Wonderlic Basic Skills Test and Smarter Measures Assessment, provide information on how to obtain their High School Diploma or Transcript or General Equivalency Diploma, submit TB and MMR test results, and make arrangements to pay tuition (see below).

Student must have a plan on how to obtain and provide the required documents: High School Diploma, Transcript, or General Equivalency Diploma, and proof of their TB and MMR test results.

ADMISSION REQUIREMENTS

All applicants are required to fulfill the following requirements within 35 days to the start of training:

1. Have reached the age of 18 at the time of enrollment.
2. Complete and sign an Application for Admission form.
3. Provide proof of High School Graduation in the form of either:
 - A copy of the High School Diploma
 - A copy of the High School Transcript indicating date of graduation
 - A copy of the General Equivalency Diploma
 - A written certification by a legitimate authority for home-schooled students.
4. If applicant attended a post-secondary institution and plans to transfer credit, applicant will need to provide official transcript and syllabi, or course description of classes taken for evaluation by the Education Department.
5. Complete the Wonderlic Basic Skills Test and score a minimum of 265 in both Verbal and Math portions.
6. On-campus students provide verification of a negative tuberculin test done within the past twelve (12) months prior to the first day of attendance. The verification must indicate the dates of administration and reading of the Mantoux skin test (PPD), the transverse diameter of induration in millimeters, and the signature or stamp of the MD, DO, APRN, PA, or clinic.
7. On-campus students provide proof of two (2) Measles Mumps Rubella (MMR) shots (*if received before the age of 18 years old*) or a combination of one (1) Measles shot and one (1) MMR shot required. Shots should be one month apart, given on or after January 1, 1968, and/or after the 1st birthday and/or if student previously had the shots or the disease, but does not have a record of it, a positive MMR IgG blood test report signed by an M.D. is acceptable. *Exception* If the tentative student is 18 years of age and receives (1) MMR vaccination, the CDC states, that it is acceptable.
8. Provide proof of *Tetanus, Diphtheria, Pertussis (Tdap)* Vaccination within 10 years of the start of class. Proof of two (2) doses of *Varicella* or positive antibody test for *Varicella*.
9. Cash-paying applicants are required to make a partial tuition payment before the start. The Business Office will advise the applicant regarding payment plans.
10. If accepted for enrollment, prospective students must sign an Enrollment Agreement and provide all supporting documents to commence studies at Hawaii Medical College.

*If all mandatory admissions' documents are not received within 35 days from the date the start.



FINANCIAL AID/BUSINESS OFFICE

Programs	Total Instruction Clock Hours (Lecture, Lab, Externship)	Academic Qtr. Credits	Hours for Title IV Financial Aid Purposes		
			Work Outside of Class (Clock Hours)	Total Clock Hours	Total Qtr. Credit Hours
Clinical Medical Assistant (CMA)	895	69.25			
Pharmacy Technician	795	59.75	135	930	37
Healthcare Administration Billing and Coding (HABC)	805	61.75			
AAS CMA Degree	1255	105.25			
AAS HABC Degree	1165	97.75			
AAS HHS Degree	1400	110.83			

FINANCIAL AID/LOAN OPPORTUNITIES

Hawaii Medical College participates in the Federal Student Aid Program. Financial aid is money to help pay for school. Financial aid can come from federal, state, HMC, and private sources to help you pay for the cost of education. Grants, work-study, loans, and scholarships help make school affordable. Additional loans for students may be available through other financial institutions.

Career Advancement Account for Military Spouses

Available to the spouse of an active duty Army, Navy, Air Force, or Marine service member, or activated Reserve member in pay grades E1-E5, W1-W2, or O1-O2. If the spouse of National Guard and/or AGR member, then the sponsor must be on federal Title 10 active duty orders as reported in DEERS. Spouses of Guard/Reserve members in an Alert, Transition Assistance, or Post Deployment status are not eligible. MyCAA accounts will be limited to the \$4,000 maximum benefit with a \$2,000 fiscal year cap. Waivers to the fiscal year cap will be available for spouses pursuing licensure or certification with a cost that exceeds the \$2,000 fiscal year cap up to the total maximum assistance of \$4,000. Spouses must finish their program of study within three years from the start date of the first course. Funding is limited to only Associate degrees, certifications and licensure programs. <https://mycaa.militaryonesource.mil/mycaa>

GI Bill®

The Montgomery GI Bill® (MGIB) is available for those who enlist in the U.S. Armed Forces. MGIB encompasses both the Montgomery GI Bill®-Active Duty (Chapter 30) and The Montgomery GI Bill®-Selected Reserve (Chapter 1606). Under Chapter 30, Active Duty members enroll and pay \$100 per month for 12 months; and are then entitled to receive a monthly education benefit once they have completed a minimum service obligation.

The Post-9/11 GI Bill® (Chapter 33) provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>, per the Terms of Use.

Alu Like – Hana Lima Scholarship (<https://www.alulike.org>)

The Hana Lima Scholarship provides financial assistance to students participating in a vocational or technical education program for occupations that can provide a "living wage." This scholarship is available to students in vocational programs that lead to a specific segment of employment. This \$1,500 scholarship gives financial assistance toward tuition and fees, books and other required tools or uniforms for a vocational program.

The Hana Lima Scholarship is a need-based award with preference given to non- traditional students: Single parents, disabled (meets ADA definition), houseless, sole-income providers, previously incarcerated and wards of the court. Students pursuing a major in Liberal Arts are not eligible for this scholarship as the Hana Lima Scholarship supports students who have declared and are committed to a specific program of study. Eligibility:

As an applicant, you must meet the following criteria:

- Be of Native Hawaiian Ancestry
- Be a resident of the State of Hawai‘i
- Be enrolled at least half time in a vocational degree or certification program in one of the approved educational institutions in Hawai‘i listed on the application.
- Maintain a 2.0 or higher grade point average (GPA)

Alu Like – Ho‘omānea ‘Ōiwi – Employment & Training (<https://www.alulike.org>) Employment & Training Program, funded by the Workforce Innovation and Opportunity Act (WIOA), provides year-round services to eligible adults 18 years or older and youth ages 14-21. They provide a wide range of services which includes outreach, intake, assessment, career counseling, work experience, occupational skills training, educational & tuition assistance, tutoring and internships.

FSEOG - Federal Supplemental Educational Opportunity Grant

To be eligible for FSEOG, applicants must complete the *Free Application for Federal Student Aid* (FAFSA®) so HMC can be issued an Aid Report on what the student’s *financial need* is. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid. You can receive between \$100 and \$4,000 a year, depending on your financial need, when you apply, based on the amount of other aid you get, and the availability of funds at your school.

FWS – Federal Work Study Program

Federal Work-Study provides part-time jobs for eligible HMC students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.

Here’s a quick overview of Federal Work-Study:

- It provides part-time employment while you are enrolled in school.
- It’s available to undergraduate, graduate, and professional students with financial need.
- It’s available to full-time or part-time students.
- It’s administered by schools participating in the Federal Work-Study Program.

Tuition Waiver – Women in the Workplace Hawaii

The Women in the Workplace Hawaii Tuition Waiver honors women who have dedicated their lives to benefit Hawaii. All women who enroll at Hawaii Medical College will have the opportunity to apply for the Tuition Waiver for the academic program beginning April of 2019. The Tuition Waiver has a value of \$600 that is applied during each of the 1st three academic

terms in the 1st academic year of an approved program.

TUITION FINANCING

Student payment plans are setup and managed by Hawaii Medical College (HMC). Calls, emails or correspondence from HMC regarding student accounts may be received over the course of the financing. If there are any questions regarding a student's account, the student can visit HMC's Business Office or call 808-218-4354 or 808-564-3194 or Student Portal: <https://my.hmi.edu>

PAYMENT METHODS/TERMS OF PAYMENT

Tuition and fees for the entire program is payable and due at the time of enrollment or upon setting up a specified date in the payment plan. Payments may be made online (<https://my.hmi.edu>), cash, check or debit/credit card. Several payment plan options exist, and arrangements can be made through the Business Office.

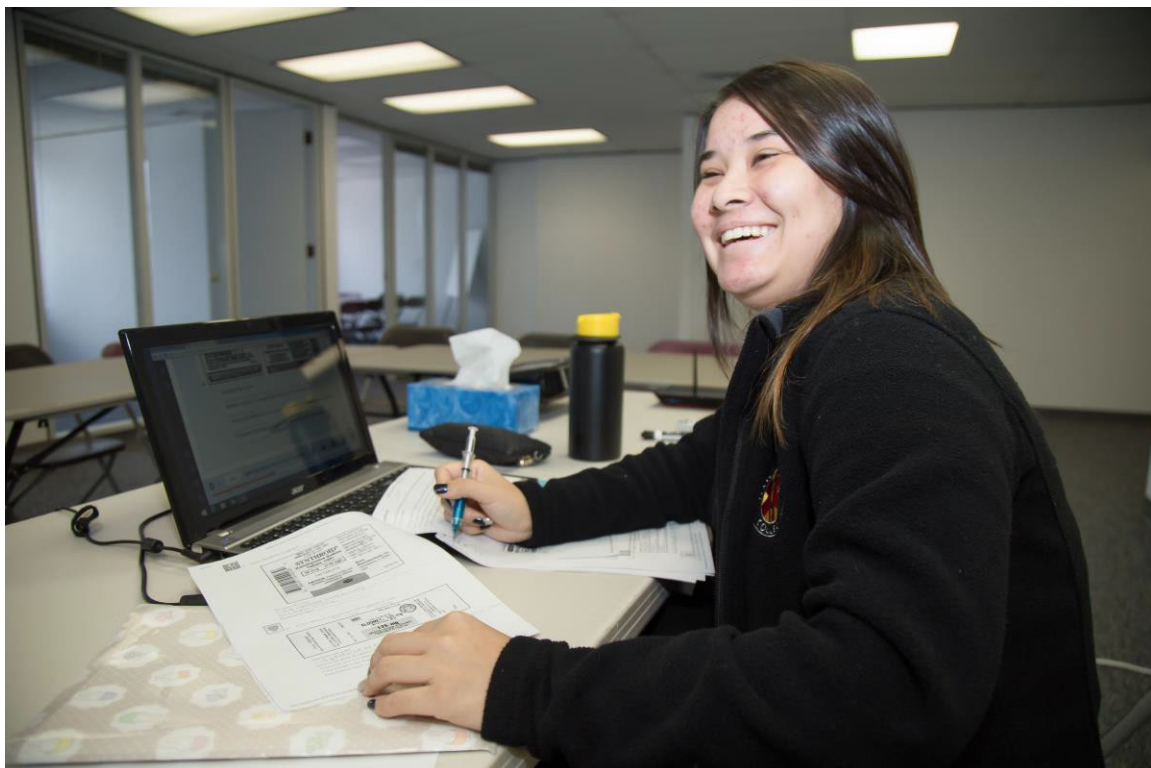
Hawaii Medical College participates in several Title IV federal financial aid programs, most of which are based on need. Students who need Financial Assistance must complete the requirements with the Financial Aid Department upon acceptance.

LOAN DELINQUENCIES

Students are expected to remain current with their tuition payments as stated in her/his tuition payment plan. Students who fall behind are encouraged to meet with the Business Office as soon as possible to bring account current.

METHOD FOR COLLECTING DELINQUENT TUITION

Students are counseled before graduation (or withdrawal), and if the student has a balance due, then a payment schedule is arranged if one is not already in place. If the student becomes delinquent on payments, after 120 days, the account may be turned over to a collection agency.



REFUND & CANCELLATION POLICIES

REFUND POLICY, BEFORE THE START OF CLASS

Applicants who do not begin academic study and never attends class (no show), or, who cancel their contract prior to the class start date, will receive a full refund of all monies paid except for the cost of books received that are not returned with all its original components within forty-five [45] calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

CANCELLATION POLICY

An applicant will receive a full refund of all tuition paid if he or she is not accepted by Hawaii Medical College within seven (7) business days. Applicant or student may cancel an enrollment agreement by providing notice of such cancellation to the College at its address within 35 days after the start of the student's initial entry module.

The notice should be postmarked no later than midnight of the 35th day; including Sundays and Holidays, following the first day of class of their initial entry module, or personally or otherwise delivered to the College within the above specified time.

In the event of dispute over timely notice, the burden of proof rests with the student.

A student who never attends class after initial enrollment, or a student who, during continued academic registration periods, fails to commence academic study in subsequent registered academic terms, or fails to register for subsequent academic terms, is considered a cancellation for the academic period in question. First time/re-entry students in their initial academic term are under the Student Trial Period. During the Student Trial Period, students shall provide official notice of cancellation up to the 35th day following the 1st date of the Term and are considered a cancellation for enrollment purposes.

REFUND POLICY - AFTER THE START OF CLASSES

For enrolled students who withdraw from the College after the 35th day from the first day of their initial entry module, regardless of the reason, including medical, will have a refund calculation completed within 30 calendar days and a return of funds within forty-five [45] calendar days following the documented date of determination of withdrawal. All refunds of tuition are calculated using the last date of attendance.

The date of determination is defined as the date the student provides written or verbal notice of their withdrawal from the College, or, the date the College terminates the student due to lack of attendance, issue of conduct, or a failure to maintain Satisfactory Academic Progress

Documentation of students who cancel, withdraw, or are terminated include the following:

- Start Date
- Last Date of Attendance (LDA)
- Date of Determination (DOD)
- Charges in accordance with the Contract
- Total Amount paid against contract
- Weeks earned and resulting percentage (%) of program completed
- Calculation of Tuition Refund

Students will be granted a prorated refund of unearned tuition based on the period of financial obligation defined as a 10-week academic term up to the students' last day of attendance (LDA). Nonrefundable costs incurred from the withdrawal include an administrative fee of \$100.00

Hawaii Medical College has developed a tuition methodology that ensures fairness and remains

compliant with multiple regulatory bodies. Most students are scheduled to take two courses during each 5-week module. Tuition charges for those courses are posted to the student's account as related to the # of credits the student is enrolled in within the 1st week of the scheduled Term. Two (2) 5-week modules are represented in an academic term.

Pharmacy Technician is scheduled and charged for one payment period (30 weeks or 6 modules)

Tuition for the courses enrolled in each 10-week term (30 weeks or 6 modules for Pharmacy Technician) are earned within the timeframe described below:

During the 1st week of scheduled classes within a 10-week term the Tuition Charges withheld must not exceed ten percent (10%) of the stated Tuition of the term up to a maximum of \$1,000.

After the 1st week of classes and through the fifty percent (50%) point of the term [defined as the period of financial obligation], Tuition charges retained must not exceed a "PRO-RATA" portion of Tuition stated for the term completed.

After fifty percent (50%) of the term is completed by the student, the institution may retain the full amount of Tuition charged for the term.

In the calculation of any Tuition Refund, the percentage (%) of the Tuition retained by the College is based on the "portion" of the program the student was attending up to and through the last date of attendance when the student was determined to no longer be enrolled.

Refund Calculation Example: (Term Programs – CMA, HABC, HHS)

- The student is enrolled in CMA diploma program and registered for 4 courses in a 10-week academic term starting 6/3/2019 and ends on 8/17/2019 with an academic year that ends on 1/11/2020 There are 2 academic breaks during the academic year of 7 days each.
- The Tuition charged for the 10-week term is: \$3,360.00
- The last day of attendance for the student is July 3, 2019
- The date of determination is July 22, 2019 (Student failed to attend 2nd 5-week mod)
 - Pro rata portion based on # of days attended = 31 days
 - Academic 10-week term defined as = 69 days
 - # attended days / # schedule days = 44.9% of \$3,360 = \$1,508.64

Refund Calculation Example: (Nonterm Programs – Pharmacy Technician)

- The student is enrolled in Pharmacy Technician Diploma program and registered for 12 courses in a 30-week payment period starting 8/19/2019 and ends on 3/21/2020 with an academic year that ends on 3/21/20. There is 1 academic break during the 30-week payment period of 7 days.
- The Tuition charged for the 30-week session is: \$10,560.00
- The last day of attendance for the student is January 27, 2020.
- The date of determination is February 15, 2020.
- The classes for the last module have been reversed amounting to \$1,600.00.
 - Pro rata portion based on # of days attended= 155 days
 - Academic 30-week session defined as= 209 days
 - # attended days / # schedule days= 100% (74.2% is to be considered 100% earned) of \$8,960.00 (\$10,560 - \$1,600.00) = \$8,960.00.

All refunds will be paid no later than forty-five (45) calendar days from the documented date of determination (Drop Date).

Any remaining balance due after the calculated tuition pro-rata is the student's responsibility to pay in full.

RETURN OF TITLE IV FINANCIAL AID POLICY

When a student withdraws or his/her enrollment is terminated, HMC will not only calculate the amount of tuition/fees that will be refunded to the student (if any), but also the amount of federal financial aid (“**Title IV**”) that must be **returned** to the Federal Student Aid Programs (if required). Title IV funds (Federal Student Aid) are awarded under the assumption that students will attend school for the entire academic period for which the funds are awarded. HMC is required to apply the Return of Title IV calculation to any Federal Student Aid recipient who does not complete their academic period.

When a student who is eligible to receive Title IV funds is no longer enrolled, the federal government mandates that all schools provide students with details of all refund policies applicable as well as information on the Title IV program requirements for the treatment of Title IV funds. HMC determines the amount of Title IV funds the student earned as of the date enrollment ceased (withdrawal date). Unearned Title IV funds must be returned to the federal government.

Ceasing enrollment may result in the student owing aid funds to the school, the government, or both.

- If a student withdraws or is terminated from academic study, HMC is required to determine if any of the federal financial aid received should be returned. Federal financial aid is based on the length of time students are in class, so if a student does not attend the entire period, funds received may be returned in full or a portion of the aid received based on the formula.
- If a student receives all W or F grades and is not registered or does not continue with academic enrollment in the next term, HMC must perform a Return to Title IV calculation. The repayment percentage aid is determined by the formula used for the payment period as of the last date of attendance.
- If a student owes federal financial aid repayments or Return of Title IV Funds, they are denied federal aid eligibility at any institution and may not be able to enroll at Hawaii Medical College until payment arrangements are made.
- Satisfactory Academic Progress (SAP) requirements apply to all students including financial aid recipients regardless of the funding status or the calculation of a Return to Title IV Funds. Repayment of any part of federal financial aid at the time of withdrawal does not release students from the satisfactory academic progress requirements or actions taken as a result.

Determination Return to Title IV

- If a student withdraws after completing 60% of the academic term, then the student would have earned 100% of the Title IV funds awarded/received for that term.
- If a student withdraws from all classes on or before the 60% point of the academic term, then the student may be required to repay the portion of federal student aid that is determined as unearned. A Return to Title IV calculations determines the amount that the College and the student are responsible for returning.
 - Any portion of federal student aid disbursed that HMC is required to return to the US Department of Education will be returned within 45 days of the date the student was determined to be withdrawn or terminated.
 - Any portion of federal student aid that is required to be repaid by the student [for any portion of a federal student aid credit balance or excess aid disbursed to the student] is due within 45 days of the date the student is notified of the requirement to return/repay federal student aid to the US Department of Education. A student who owes a return or repayment of funds is ineligible for any additional Title IV funding until the repayment is resolved.

Withdrawal Date Policy

Any student who plans to withdraw from academic study should contact student services to discuss the options or impact of a withdrawal. Official and unofficial withdrawal dates will be

determined using the federal regulation definition for a withdrawal date. The official date will be determined by the earlier of one of the following:

1. Date the student begins the withdrawal process
2. Date the student provides official notification of intent to withdraw;
3. Date of an academic term where the student fails to register for or enroll in classes.

Students who fails to officially withdraw from a course or from their academic term and/or abandon their program will be withdrawn from HMC effective the last date of attendance and/or academic activity upon 14 calendar days from last recorded academic attendance activity at HMC. Students who fail to begin a scheduled term will be considered withdrawn as of the last date of the prior completed academic module.

Return of Title IV Funds

The school will use the federal policy to determine the amount to return to all Title IV programs no later than 45 days after date of determination. Return procedure is:

1. Determine appropriate withdrawal date
2. Determine the last date of attendance or academic activity
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be Disbursed
6. Determine Title IV Aid Disbursed
7. Determine Title IV Aid to be Returned
8. Calculate the School's Responsibility
9. Determine Amount School Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

Students are notified with a letter explaining how we calculated the return and the process we went through to come to that conclusion.

Funds Returned by Program

Funds are returned to Title IV Programs according to federal regulations. The order is:

1. Unsubsidized Direct Loans Subsidized Direct Loans Direct PLUS Loans
2. Federal Pell Grant
3. Federal Supplemental Education Opportunity Grant (FSEOG)

Note: Student responsible portions are calculated by the school and any funds required to be returned to the loan programs is done in accordance with the terms of the promissory note.

RETURN OF FUNDS must be made directly to the school. Students who do not make satisfactory arrangements for payments in a timely manner will have their debts submitted to the U.S. Department of Education for collection.

Date of Determination of Withdrawal

Date of Determination is determined in two ways, either through student-initiated withdrawal (official) or through HMC administrative withdrawal (unofficial). Student- initiated withdrawal occurs when the student notifies HMC of the intent to withdraw. Administrative withdrawal occurs when HMC determines that the student is no longer enrolled based on attendance.

Official Withdrawal Date: The withdrawal date is the date the student notified HMC of the intent to withdraw.

Unofficial Withdrawal Date: Occurs after 14 calendar days without attendance or academic activity.

Calculation for the Return of Title IV Aid

A student earns Title IV aid in a prorated manner based on the period of enrollment up through the 60% point in the academic period. After the student has completed more than 60%, the student is considered to have earned all aid.

Earned Aid: The percentage of earned aid is calculated by determining the last date attended within the academic period through the withdrawal date and then dividing that number by the total clock hours in the payment period

Unearned Aid: The amount of unearned Title IV funds that must be returned is calculated, first, by subtracting the earned Title IV percentage from 100% to determine the percentage of aid that is unearned and, second, by multiplying the total amount of financial aid that could be disbursed to the student by the unearned Title IV funds percentage.

Over-Award Policy: An “over-award” is when the need-based awards exceed financial need, or the total of financial aid awards exceeds the cost of attendance. If a student has been over-awarded, federal regulations require Hawaii Medical College to adjust award. Need-based aid includes grants, scholarships, Federal Work Study, Federal Perkins Loans, Federal Direct Subsidized Loans, and outside resources (i.e. faculty/staff tuition benefits, scholarships, etc.). Non-need-based aid includes Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans.

Possible reasons an over-award can occur are:

1. Additional awards are received after the final award letter was sent. (Other Source: Scholarship, Military, Vocational Rehab, etc.)
2. The verification process may result in changes made to FAFSA data.

If a need-based over-award occurs, the financial aid department will reduce or cancel federal aid in the following order. A Federal Pell Grant is never reduced.

1. Direct Subsidized Loan
2. Federal Work Study
3. Federal Supplemental Educational Opportunity Grant

If a non-need-based over-award occurs (student’s cost of attendance was exceeded), the Financial Aid Department will reduce or cancel federal aid in the following order.

1. PLUS Loan
2. Direct Unsubsidized Loan
3. Direct Subsidized Loan
4. Federal Work Study
5. Federal Supplemental Educational Opportunity Grant

If student’s tuition is paid by other sources, financial aid loans will be cancelled or reduced by HMC – Financial Aid Department and will be refunded to Department of Education to avoid accumulation of non-need-based FA on the student account.

Amount to Be Returned by the Student

The amount to be returned by the student depends on the actual amount that has been disbursed to the student at the point the student ceases enrollment. At the point a student receiving Title IV funds officially withdraws or is unofficially withdrawn, the Financial Aid Office completes the return of Title IV aid calculation and determines the student’s portion of the funds to be returned.

The Financial Aid Office notifies the student of the amount to be refunded to the federal government. The student may select one of the following repayment options:

- The student may pay HMC the full amount of funds owing and HMC will return the funds to the appropriate programs

- The student may contact the U.S. Department of Education to establish a payment plan.

For the student to remain eligible for Title IV funds, repayment must be made within 45 days of the student's notification of funds owing.

Students whose circumstances require that they withdraw are encouraged to contact the Financial Aid Office before doing so. Financial aid staff can explain the consequences of withdrawing. They can provide refund examples and further explain the policy.

VETERANS AFFAIRS (VA) REFUND POLICY

Hawaii Medical College's Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded.

The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course.

Refunds are made within 40 days of the last date of the student's attendance.

ACTIVE DUTY SERVICE MEMBERS TUITION ASSISTANCE (TA) REFUND POLICY

Hawaii Medical College recognizes that Military Service Members Tuition Assistance (TA) is awarded to qualified service members under the premise that the service member will attend the academic program for the period that the tuition assistance was approved for and authorized.

The policy adheres to the requirement that if a service member receiving Tuition Assistance withdraws on or before the 60% point of the period the service member will no longer be eligible for the full amount of the TA awarded to them.

The Department of Defense requires that any unearned Tuition Assistance funds be returned on a proportional basis through the documented 60% point of each 5-week course. Recalculation of the service members' eligibility upon withdrawal or termination from a 5-week course is determined on a # of days completed.

$$\frac{\text{\# of calendar days completed in course}}{\text{\# of calendar days scheduled in the course}}$$

EX:

Student begin course 7/15/2019 that is scheduled to end on 8/17/2019

Student attends up to the 29th of July and withdraws from course

July 15th – July 29th is 14 calendar days \$960.00 Tuition for course

July 15th – August 17th is 34 calendar days $14 / 34 = 41.2\%$

$$\text{\$960} \times .412 = \text{\$395.52}$$

If a service member withdraws after the 60 percent point of any 5-week course, all Tuition Assistance awarded for the course will be considered earned. The business office will notify the service member of the determination of withdrawal as to the portion of funds being returned and if the return of unearned funds will result in a balance on your financial account.

Any unearned Tuition Assistance (TA) funds will be returned directly to the government, not to the service members. The service member will then owe Hawaii Medical College for any remaining tuition owed to the school. If the service member withdraws due to military service obligation, Hawaii Medical College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

5-week Course Withdraw		
	Earned	Return
Day 1	2.90%	97.10%
Day 2	5.90%	94.10%
Day 3	8.80%	91.20%
Day 4	10.00%	90.00%
Day 5	10.00%	90.00%
Day 6	10.00%	90.00%
Day 7	10.00%	90.00%
Day 8	23.50%	76.50%
Day 9	26.50%	73.50%
Day 10	29.40%	70.60%
Day 11	32.40%	67.60%
Day 12	35.30%	64.70%
Day 13	38.20%	61.80%
Day 14	41.20%	58.80%
Day 15	44.10%	55.90%
Day 16	47.10%	52.90%
Day 17	50.00%	50.00%
Day 18	52.90%	47.10%
Day 19	55.90%	44.10%
Day 20	58.80%	41.20%
Day 21	61.80%	0.00%
Day 22	64.70%	0.00%
Day 23	67.60%	0.00%
Day 24	70.60%	0.00%
Day 25	73.50%	0.00%
Day 26	76.50%	0.00%
Day 27	79.40%	0.00%
Day 28	82.40%	0.00%
Day 29	85.30%	0.00%
Day 30	88.20%	0.00%
Day 31	91.20%	0.00%
Day 32	94.10%	0.00%
Day 33	97.10%	0.00%
Day 34	100.00%	0.00%

STUDENT TECHNOLOGY FEE

A Hawaii Medical College Technology Fee of \$60.00 per module was implemented to ensure HMC stays consistent with the changing demands of today's digital learning environment. The fee ensures HMC can sufficiently and proactively provide for the ongoing maintenance or required upgrades that affect student interaction with technology that impacts the on-campus and distance learning experience. This includes any software and hardware maintenance, upgrades, campus-wide wireless networks, IT support services, software licensing, and network security issues.

This fee is not for the Surface supplied to students who opt-in to receive one.

CLASS CANCELLATION

Hawaii Medical College reserves the right to cancel a starting class if the number of students is deemed insufficient.

TRANSFER OF CREDIT

Hawaii Medical College may accept credits transferred from institutions that are accredited by accreditors recognized by the US Department of Education. *Only courses passed with 3.0 / B or better and taken within the last 5 years will be considered for other outside educational institutions. Students requesting credit transfers from outside educational institutions are required to submit a completed Transfer of Credit Request Form along with a copy of the syllabus/course description for the applicable courses to the Director of Education.* The transcripts and outline will be reviewed to determine whether at least 75% of the course content is comparable. If determined to be comparable, the class is transferred, and the student will not have to take that course at HMC and the credits will apply to those required to complete the program.

For prior HMC students, the HMC classes will be accepted if taken within the last 10 years with a C or better grade. The classes will automatically be transferred into their new enrollment.

There is a 50% program residency requirement for all courses transferred. That is, a maximum of 50% courses can be transferred (50% of courses completed towards diploma must be Hawaii Medical College courses). *No charges will apply to transfer of credit courses

Students wishing to request the transfer of credit must complete and submit the Transfer of Credit Form to the appropriate Director of Education (Campus Live or IDL) at least one (1) week prior to the module in which the course is offered.

TRANSFER OF CREDIT FOR VETERANS AFFAIRS (VA) STUDENTS

For students who are classified as Veterans, HMC will consider all prior education, training, and experience, including military training and experience when determining transfer of credits. *No charges will apply to transfer course credits.

Students who wish to appeal the decision may do so by submitting a completed appeal form to the Director of Education. The Director of Education will review three case and respond with an answer to the student within 5 business days.

TRANSFER OF CREDITS TO OTHER INSTITUTIONS

Students should be aware that the transfer of courses is determined by the receiving institution, and therefore cannot be guaranteed by Hawaii Medical College. Students considering transferring to an unaffiliated school have the responsibility to determine whether that school will accept Hawaii Medical College courses. Hawaii Medical College encourages students to make this determination as early as possible.

Hawaii Medical College does not imply, promise, or guarantee transferability of its courses to any institution.

SCHOOL POLICIES & GENERAL INFORMATION

STUDENT CODE OF CONDUCT

Hawaii Medical College students will respect morality, order, and the individual rights of others. Students will do their best to represent the college and its traditions with honor.

HEALTHCARE CODE OF CONDUCT

On a regular and sustained basis, all students should cooperate with classmates, faculty, and staff to accomplish their responsibilities, as well as assisting others to accomplish theirs. They should strive to be a “team player” and be a role model for others by exhibiting courtesy, caring, helpfulness, and respect. They should conduct themselves in a service-oriented manner that is attentive, pleasant, cooperative, sensitive, respectful, and kind when dealing with classmates, faculty, staff, and the patients and members of the public they will eventually serve.

SCHOOL FACILITIES

The campus includes over 10,000 square feet of office space. There is a reception area, a career services, a business/financial aid staff, an education and Education department and workstations for faculty in Ste. 644. The office of admissions and the admissions advisor’s offices are in Ste 102.

There are eleven classrooms: in Ste.6-C; 5 classrooms, Ste. 6E, Ste. 6F3, and Ste. 644C are clinical medical laboratories, Ste. 6A2, 6F1 are open classrooms and Ste. 6F2 is a pharmacy technician laboratory.

Classes have an average student to instructor ratio of 25:1 for introductory courses and 18:1 for Clinical Lab classes with the addition of a Clinical Teacher’s Assistant.

The maximum is 30:1 for introductory course and 18:1 for Lab classes.

RESTROOM USE

Women’s and Men’s restrooms are located on the 6th floor Roof Deck, and 6th floor hallways. Keys to access the bathrooms are available at the reception desks in 644, Classrooms 644C, 6A2, 6E, 6F, and outside the Facilities Manager’s Office in 6C.

All restroom keys are to be returned to their original locations for others to use.

STUDENT LOUNGE

There is a lounge area on the rooftop of the parking structure with an open-air environment that students are free to use. Covered tables and benches are available. Students may bring food and beverages. Food is not to be consumed in any of HMC’s classrooms. Only beverages with a closable top may be brought into class. Food and beverages are available for purchase from the vending machines located in 6C. Rooftop hours are from Monday –Friday 7:00 a.m. to 9:30 p.m. and Saturday 7:00-4:30 p.m., please check with building management for updated hours.

PARKING

Parking is available in the attached parking structure at the regular posted parking rates. Students may only park in non-reserved stall and no overnight parking is allowed. All parking related issues or concerns should be addressed with Elite Parking on level B of the parking structure.

VISITOR POLICY

Visitors are required to sign in at the reception area, obtain a valid visitor pass and identify the purpose of their visit. Visitors are always required to wear a Visitors ID Badge, while on campus. The College reserves the right to refuse entry to its premises to any individual who is suspected of loitering, trespassing, and/or is acting in an unruly or unacceptable manner.

CAMPUS CRIME

Crime on campus and a crime report for the Honolulu Police Department can be obtained on Hawaii Medical College’s website <https://www.hmi.edu/campus-safety/> and from the campus

Facilities Manager.

CHILDREN ON CAMPUS

In consideration of others, students may not bring children with them to the Hawaii Medical College campus. Resource information regarding childcare services are available from Student Services.

SOLICITATION/CANVASSING & FUNDRAISING ON CAMPUS

In general, solicitation or canvassing on campus is prohibited with the exception of Hawaii Medical College sponsored events and activities.

DRUG-FREE POLICY / DRUG AND ALCOHOL ABUSE PREVENTION

The influence of drugs and/or alcohol impairs the students' ability to become employable and thus, is counter to the training and educational objectives of Hawaii Medical College. The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs or alcohol on Hawaii Medical College premises or during activities is strictly prohibited. All students' enrollment shall be conditional on their adherence to this policy. Any student who violates this policy will be subject to immediate disciplinary action including dismissal, and referral to the appropriate authorities for legal action.

Local, state and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs and underage possession, use, distribution, and sale of alcohol. Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics.

For unlawful possession of a controlled substance, a person is subject to one-year imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one (21) years of age may be punished by up to twice the term. Students who are under twenty-one (21) years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to penalties of the State of Hawaii.

Serious health risks are associated with the illegal use of drugs and alcohol. These risks include but are not limited to addiction, impaired ability and judgment, risk of hepatitis and AIDS, hallucinations, paranoia, psychosis, damage to major organs, and overdose which can result in death. Students are encouraged to seek counseling and/or treatment should they need assistance with drug and/or alcohol problems. Contact the following for help: 800-NCA-CALL National Council on Alcoholism Information or 800-662-HELP National Institute on Drug Abuse.

Hawaii Medical College schedules a yearly in-service for faculty, staff and students facilitated by a local state approved Substance Abuse Prevention Program

NO SMOKING/CHEWING TOBACCO POLICY

In keeping with Hawaii Medical College's intent to provide a safe and healthy educational environment, smoking/chewing tobacco is prohibited throughout the campus. In accordance with the City of Honolulu No Smoking Act Number 85-60, the building management has elected to prohibit smoking. This includes all areas of the building (rooms, offices, restrooms, stairwells, hallways, elevators, lobby, etc.).

Smoking is available on the 6th floor rooftop from Monday – Friday 7:00 a.m. to 9:30 p.m. and Saturday 7:00-4:30 p.m.

DISCRIMINATION

Hawaii Medical College is committed to providing a working and educational environment that is free from all forms of discrimination. There will be no discrimination in any respect by the College against its students, prospective students, or staff based on sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, or any other legally protected

characteristic. Conduct that is deemed inappropriate, offensive, disrespectful toward others, or in violation of Hawaii Medical College policies will be subject to disciplinary action, up to and including dismissal.

COPYRIGHT AND FAIR USE

The term "copyright and fair use" refers to material someone else created that you, as a student, would like to use.

HMC requires that all faculty, staff and students comply with federal law regarding the use of copyright protected materials including material for use in the classroom, out of classroom in presentations, online, at conferences, and in homework.

Under the Digital Millennium Copyright Act, HMC has the responsibility to remove or deny access to websites with copyright violations if the websites are part of the College's network. In this event, it is the producer of the material that is liable for any copyright infringements.

Copyright law does make allowances for "fair use" of copyrighted material under certain circumstances. The circumstances are evaluated based on four criteria:

1. The purpose and character of use;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used;
4. The effect of use on the potential market of the work.

GRIEVANCE PROCEDURE

Any individual that has a concern or problem regarding any aspect of the operation of Hawaii Medical College may file a grievance with the administration. The grievance filing form is available from the Student Services Department. A formal review of the submitted form will be conducted, and the administration will act on the grievance within 15 business days.

In addition, individuals may contact Hawaii Department of Commerce and Consumer Affairs, 335 Merchant Street, Room 310, Honolulu, HI 96813. 808-586-7327 or Hawaii Medical College's accreditation body, the Accrediting Council for Continuing Education and Training (ACCET) to resolve any conflicts. ACCET may be contacted by phone at (202) 955-1113 or by mail at ACCET, Chair, Complaint Review Committee, 1722 N Street NW, Washington, D.C. 20036.

DISCLOSURE AND RETENTION OF RECORDS/ACCESS TO FILES

All student files are the property of Hawaii Medical College. Students have the right to inspect, review, and challenge information contained in their academic record. Education records are defined as files, materials, and documents that contain information directly related to the student. Written consent from the student is required before education records may be disclosed to third parties with the exception of regulatory agencies.

A school official must be present during the examination of the student files. This school retains student files for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Student records including transcripts, ledger, FA award information, etc. are now accessible via an encrypted password protected Student Portal (<https://my.hmi.edu>)

COMPLAINT RESOLUTION POLICY

Any student with a formal complaint regarding faculty or any aspect of instructional or course presentation are first encouraged to discuss their concerns/complaints with their respective instructor, as students will be expected to develop positive conflict resolution skills to ensure success when gainfully employed.

Should the concern remain unresolved, the student can inform the Student Services Advisor, who will seek assistance from the Program Coordinator or, if necessary, the appropriate

Director of Education (Campus Live or IDL) to resolve the concern/complaint.

STUDENT CONFIDENTIALITY POLICY

All student files are held in the strictest confidence in accordance with federal student right to privacy laws. The Family Education Rights and Privacy Act (FERPA) govern their use. Access to files is limited to authorized staff that has a “working interest” in each file. Any information in student files will only be made available to outside parties with student written authorization. Other students will never have access to files. Student’s may revoke existing authorization at any time by submitting a revocation request to the Education department, who will then file the request and update the student information system. Requests may also be made on the Student Portal (<https://my.hmi.edu>)

Student Professional Appearance Policy and Standards

- Medical Assistants: are to be in full HMC issued uniform scrub set (full length pants and top).
- No Flip Flops/slippers!! Closed toe and closed heel, rubber soled shoes are to be worn (no pumps, dress shoes, canvas, Vans, or crocs).
- No hoodies, including any jacket with hoods. As MA’s you may purchase hip-length lab jackets in white or black separately.
- HMC Logo and Identification badges must always be visible. ID badges must be on a lanyard around the neck or clipped to a pocket on the uniform top.
- Hair is to be pulled up at all times. Hair must be shoulder length or clipped back or pinned up due to infection control and safety concerns. Long hair may contaminate or become contaminated from contact with others during patient care or while using equipment. Extreme or unnatural colors and /or style is prohibited (e.g. Purple, orange, blue, green, multi-colored).
- No excessive make up. Jewelry should be kept to one ring per hand. No bangles, or nose piercing, necklaces are to be worn under scrub top and not dangling when the trainee bends over, and (gauge) piercings must be filled with clear plastic retainers.
- Sunglasses are to be removed upon entering building structures, including classrooms. No wearing of sunglasses on top of the head.
- Hats/caps must be removed when entering building structures, including classrooms. Wearing hats/caps in the classroom will result in the loss of professionalism points.
- No visible tattoos, fingernails must be kept to a functional length ($\frac{1}{4}$ inch) with clear fingernail polish only, a long sleeves or long sleeve shirt may be worn under your scrubs; nothing should be covering your uniform.

Healthcare Administration, Billing and Coders (HBAC): are to be in HMC issued Polo shirt with full length business slacks (acceptable colors are brown, khaki, black, navy). HMC logo and ID Badge must always be visible.

Pharmacy Technician: are to be in (Black) uniform scrub, HMC logo, and ID Badge must always be visible and closed toe/closed heel shoes must be worn.

Associate of Applied Science Degree Students (Continuing AAS students only): are to be in scrubs, or HMC issued Polo shirt (Coders) with full length business slacks (acceptable colors are brown, khaki, black, navy) or appropriate casual business working attire. HMC logo and ID Badge must always be visible, a long sleeves shirt may be worn under you scrub tops and closed toe/closed heel shoes must be worn.

Individuals not adhering to the uniform policy may be subjected to the loss of professionalism points for each day he or she is not within policy.

Microsoft Surface Go / E-Mail POLICY

Any student wishing to use a device other than the provided Microsoft Surface Go must have the most recent version of Microsoft Office (Word, Excel, and OneNote). Students wishing to use

traditional textbooks are still required to access the information online via the Surface Go, a different tablet device, or notebook computer. In addition, a current school hmi.edu email address is mandatory.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides students with computer and printer access as well as a quiet environment to study and complete course assignments. Room 5 located in Ste. 6C has textbooks, reference books, and other study resources readily available for students' use. Computers and printers are available for student use during regular business hours in the LRC. Regardless of students' personal or academic schedule, the LRC's extended hours provide flexible hours to accommodate students' need for research, studying, or completion of assignments. The Learning Resource Center is open daily, Mondays – Thursdays, from 7:00 a.m. – 9:30 p.m., Friday and Saturdays from 7:00 a.m.– 4:30 p.m., due to Covid-19 the availability of the LRC is limited.

COMMUNITY INVOLVEMENT/CLUBS

HOSA: Future Health Professionals

HOSA: Future Health Professionals, formerly known as Health Occupations Students of America, is the premier international student-led organization exclusively dedicated to future health professionals. HOSA is recognized by the U.S. Department of Education and also the Health Science Education (HSE) Division of the Association for Career and Technical Education (ACTE). HOSA has a two-fold mission to promote career opportunities in the health care industry and to enhance the delivery of quality of health care to all people.

HOSA provides a unique program exclusively for secondary, post-secondary, adult, and collegiate students enrolled in health care related programs or have an interest in pursuing careers in health professions. HOSA develops effective leadership quality and skills, builds motivation and self-confidence, strengthens academic and technical skills through recognition events, enhances the delivery of quality in healthcare, and creates new friendships and social networks.

There is a \$15.00 membership fee to join HMC HOSA. Upon joining Hawaii Medical HOSA: Future Health Professionals Student Organization and based on your participation within the organization, you will be eligible to receive a pin, medallion, and a certificate of appreciation upon graduation. It is strongly encouraged that members attend and participate in meetings, reviewing the By-Laws requirements, fundraisers, and community events to complete the requirement. Additionally, you are eligible to participate and represent Hawaii Medical College at both State and International level leadership conferences.

ALPHA BETA KAPPA NATIONAL HONOR SOCIETY

The Alpha Gamma of Hawaii Chapter of the Alpha Beta Kappa National Honor Society for Hawaii Medical College was established on June 9, 2016. At Hawai'i Medical College the candidate selection into the Alpha Beta Kappa Honor Society is based on the following criteria:

1. Superior student academic achievement (GPA 3.70 or higher)
2. Leadership Experience
3. Community Service
4. Pay a non-refundable fee of \$45 for lifetime membership

Alpha Beta Kappa outstanding students receive a Personalized Certificate with the Official Gold Seal of Distinction, the Alpha Beta Kappa Honorary Gold Key, the esteemed Alpha Beta Kappa honor cord, and a special letter of congratulations from the President of the Society. The Personalized Certificate includes the candidate's name, institution, Chapter affiliation, and date of graduation. Elected membership in this honor society sets a student apart as an exemplar of personal integrity and excellence.

Membership privileges and honors include:

- National Student Recognition
- Reference Alpha Beta Kappa on all future resumes
- Lifetime membership (no annual dues)
- Letters of Reference (upon request)
- Respond to all inquiries from employers, colleges, graduate schools, and scholarship committees
- Personalized Membership Certificate
- All Certificates include the Alpha Beta Kappa Gold Seal of Distinction
- Alpha Beta Kappa Gold Key
- Congratulatory letter from Alpha Beta Kappa and a narrative about the society



ACADEMICS

TERMS/MODULES

Hawaii Medical College is on a ten-week term-based system divided into two (2) five-week modules defined as Module A and Module B. Terms are designated as follows: Fall, Winter, Spring, Summer 1 and Summer 2. Three 10-week terms comprise an academic year of study.

CONTACT HOURS

Most classes meet for three to four hours at a time, two or three times a week, during each five-week module. The total student instruction or contact hours are usually 30 or 40 hours per course, per module. There may, from time to time, be exceptions to this. Check the class schedule for specifics.

CONTACT HOUR/CREDIT HOUR CONVERSION

Hawaii Medical College uses the Carnegie clock-to-credit hour conversion for lecture, laboratory, and externship/internship. These credit hours are measured in quarter credits.

Lecture Quarter Credit Hours:

Lecture hours are instructional hours consisting of theory or new principles. A minimum of 10 lecture hours are awarded for 1 quarter credit. In addition to lecture hours, students are expected to complete at least 2 hours of out of class work per week. The average 3 credit course requires between 10 to 20 hours of out of class work at minimum.

Laboratory Quarter Credit Hours:

Laboratory hours are instructional hours consisting of supervised student practice of previously introduced theory/principle during which practical skills and knowledge are developed and reinforced. A minimum of 20 laboratory hours are needed to award 1 quarter credit.

Externship/Internship Quarter Credit Hours:

Externship/Internship hours are instructional hours consisting of supervised work experience activities related to skills/knowledge required during the training program. A minimum of 30 externship/internship hours are needed to award 1 quarter credit.

Clock Hour to Credit Hour Conversion for Financial Aid Purposes:

ACCET institutions must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by ACCET for academic purposes.

The US Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity. For financial aid purposes, except in certain cases specified by USDE, the method of converting clocks to credit hours for lecture, laboratory, and/or externship/internship is as follows:

One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

CLASS SCHEDULE

Monday-Thursday	Mon/Wed/Friday	Tuesday/Saturday	Thursday/Saturday
8:00 am-11:00 am	5:30 pm-9:30 pm	5:30 pm-9:30 pm	5:30 pm-9:30 pm
8:00 am-12:00 pm	6:00 pm -9:00 pm	6:00 pm-9:00 pm	6:00 pm-9:00 pm
11:30 pm-2:30 pm	6:30 pm-9:30 pm	6:30 pm-9:30 pm	6:30 pm-9:30 pm
12:30 pm-3:30 pm		8:00 am-4:30 pm	8:00 am-4:30 pm
12:30 pm-4:30 pm			
3:00 pm-6:00 pm			

Some class offerings may vary slightly from this schedule. Check the term class schedule for specifics.

FULL TIME/HALF TIME STATUS

A full-time student is required to have a minimum of 12 registered credits defined as 2 courses in each module, for a total of 4 courses per 10-week term. A half time student is required to have a minimum of 6 registered credits defined as 1 course in each module, for a total of 2 courses per term. The average course meets in-class for 6 – 8 hours per week and requires between 2 to 3 hours of out-of-class work. Therefore, full-time students are usually required to complete an average of 18 hours of total course work per week. Students who register for less credits and are receiving financial aid should check with the Financial Aid Department for more information.

ATTENDANCE POLICY

Full attendance in each course, whether held virtually, on campus, or in the IDL format is expected. The standards of academic engagement are defined in the course syllabus. Attendance and academic standards are designed to prepare students to become graduates who meet the demands of employers. If the goal of placement in a healthcare setting is to be achieved, students are required to exhibit the most-desired characteristic of employers: **reliability**. They define reliability as punctuality, regular attendance, and working an entire shift. Hawaii Medical College defines attendance as actively being engaged in the course content to achieve the level of knowledge and practicality, during lectures, theory application, and hands-on procedures. The expected outcome is mastery of the content and procedures to the best of the student's ability, while demonstrating satisfactory achievement.

A student who misses more than 10% of the course content will receive a grade reduction, as defined in the course syllabus. If a student has missed five (5) course meetings (or the equivalent content in an IDL course) at any point in the module, they will receive a grade of "F". Attendance is one of the factors used to determine the final course grade.

Students are required to contact the instructor prior to an absence, or as soon as possible in cases of an emergency. In addition, they must arrange with the instructor a make-up of the missed class or material. Failure to do so will result in a lower grade or failure of the course due to not meeting the attendance requirement, as outlined in the syllabus.

ADD/DROP PERIOD

Students may drop a course during the first week of a course within a module without penalty during the Add/Drop period.

A student who request to drop or be withdrawn from a course without recording an attendance in the course will be unregistered [unscheduled] for the course and the scheduled course will be removed from their academic transcript.

A request to drop a course within the add/drop period will result in the student being issued a "Z" grade if attendance had been reported during add/drop period. A course withdrawal issued a grade of "Z" grade will appear on the transcript but will not count as attempted credit or in the cumulative GPA.

Students who fail a course in a prior module and that course is a prerequisite of a subsequent course in a future module will be unregistered from the subsequent course and scheduled in a replacement course during Add/Drop. Students need to consult with Student Support Services for sequential course scheduling.

TARDIES AND EARLY DEPARTURES

Promptness is a quality that all employers look for. Hawaii Medical College expect every student to be in class before the scheduled start time. Students arriving more than 15 minutes after the beginning of class may be permitted to join the class. However, based on the syllabi and the content of the course materials, testing, lab, examinations, or clinical operations for the day, students may be required to sit out until the appropriate break in instruction is reached.

A student will be marked absent for the missed time of the class.

Students arriving late are recommended to phone, text, or, email their instructor to alert them of the issues impacting their participation. Students leaving class early, before class dismissal, will be marked absent for the time from class and may be subjected to negative performance actions based on the syllabi.

ADMINISTRATIVE DISMISSAL

A student may be dismissed at any time for violation of the Code of Conduct, failure to meet financial obligations, failure to meet academic and/or college standards. A student who is administratively dismissed will be dropped from classes that have not reached the 21st day with a "Z" or "W" grade, and will receive a grade of "F" for classes that have passed the 21st day.

CONSECUTIVE ABSENCES

A student who is absent for 14 consecutive calendar days without any academic activity will be unofficially withdrawn if student does not notify and/or submits proper paperwork with Student Support Services. Students academically withdrawn for consecutive absences will receive a grade of "F" for the course(s) involved.

MAKE-UP WORK AND TIME

Students who are absent for a lecture or lab session must complete a make-up to remain within HMC's attendance policy. The student must meet with their instructor to arrange a make-up that is comparable in content, length, and delivery. In other words, if a student is absent from a 4-hour lab session, the make-up must be 4 hours in length and cover the lab skills missed. The make-up should be completed as soon as possible after the absence, so that the student does not get behind in learning the missed content. All make-ups must be completed by the end of the module. The make-up time will be recorded in the student's record on the date of its completion.

GRADING SYSTEM

The minimum passing grade in all courses is the letter grade "C".

A grade of "F" will constitute a failed course. All failed courses must be repeated as students are required to satisfactorily master the course content in order to receive credit. Students who are issued a grade of "F" for more than two attempts in a course may be required to have an academic plan instituted with the Education Department to continue.

All courses attempted are listed on the transcript with the issued grade. Repeated courses will not have the previously recorded grade calculated in the cum GPA. Letter Grade Explanation Percentage Numerical Grade

A	Superior	100-90%	4.0
B	Good	89-80%	3.0
C	Average	79-70%	2.0
F	Fail/Repeat	69 & Below	0.0
W	Withdrawal	Counted as attempted credits	
WF	Withdrawal Failing	**not counted in cum GPA calculation	
Z	Withdrawal during Add/Drop week or a new enrollment 35 th day cancel with posted attendance	** not counted as credits attempted	
*I	Incomplete		
P	Pass		
TR	Transfer of Credit		

INCOMPLETE GRADES

If a student is unable to complete the course requirements, due to extenuating circumstances, they may request an extension to complete them. However, they must previously have been meeting the course requirements. They must establish an academic plan with their instructor. The plan must be approved by a Director of Education, with a stated completion date that does not exceed 5 weeks after the end of the course. An "I" grade will be recorded in the records and will be replaced by the final grade, if the academic plan is met. If the requirements are not completed by the stated deadline, an "F" will be given.

A student who does not earn a grade of "C" in any course must retake it in order to receive credit for the course. Only the 2nd attempted course will be computed in the cumulative grade point average, however, both courses will be counted as attempted credits as measured for student completion. Grades are posted within 2 days from course end date and will be available within 1 day after posting for the student to recognize their academic progress.

Student who fail to meet academic progress standards will receive an academic warning and may be required to have an academic plan developed for their program.

WITHDRAWAL FROM A COURSE

Any student withdrawing from a course after the Add/Drop period (after the first [1st] week of scheduled class) will be issued a "Z" grade.

Students who request to be withdrawn from a course after the first [1st] week and prior to the end of the third [3rd] week will receive a grade of "W".

All students who request withdrawal from a course after the third [3rd] week closes [11:59pm Sunday] will receive a grade of either "WF" grade and will have the last date attended in the course recorded with the Education department.

Course withdrawals issued a "W", "WF" grade do not factor in the student's cumulative GPA Grade Point Average, but, are attempted credits. Courses issued an "F" grade are factored into the student's Grade Point Average and count towards attempted credits, "Z" grades neither affect the GPA or count towards attempted credits.

A student who attends the 1st week of a module and does not attend classes beyond the 1st week and has 14 consecutive calendar days absent will automatically be withdrawn. The impacted course will be issued a grade of "F" and the student may be withdrawn from HMC if the student fails to inform Student Services or the Education department of their intentions to

continue in the next module of scheduled courses.

Students who withdraw from the same course in three (3) unsuccessful attempts may be required to appeal to the Director of Education to have their academic standing evaluated and an academic plan must be derived before the student is permitted to continue.

A student who withdraws from a course and is unable to attempt their subsequent scheduled module will be unregistered. Term based programs are not issued leave of absence unless mitigating circumstance like, COVID-19 related issues, exist that would allow for a requested Leave of Absence in place of being withdrawn from their program of study.

REPEATING COURSES

Students who fail a course, or who do not meet the course attendance requirements, must repeat the course. All students who repeat a course or who failed a course [grade of "F"] will be charged tuition for the repeated course.

Any student who fails a course after a second [2nd] attempt may be required to appeal to the Director of Education and have their academic appeal reviewed, and, there may be an accompanied approved academic plan prior to repeating the failed course.

EXTERNSHIPS

Time - The externship is usually scheduled in the 10th module for the diploma and AAS programs. The externship is a culmination and hands-on application of in-class training. Externships are for 225 hours and must be completed within 2 modules (10 weeks). A minimum of 22.5 hours per week is required. Most externships schedule students for 24 hours a week. Students are not permitted to complete an externship in less than 8 weeks or more than 12 weeks under the definition of a term. *For some clinical sites certain items may be required: Hepatitis B Vaccination series/titers, drug testing and background check.

HHS Program Externship - The externship is usually scheduled in the 10th module of the program. The externship is a hands-on application that must be attended for 400 hours and must be completed within 2 separate 10-week terms totaling 20 weeks. A minimum of 20 hours per week is required. Students are not permitted to complete either 10-week term in less than 8 weeks.

Location - Externship offered must be accepted. HMC will try to accommodate any request candidates may have. In determining placement, skill level, past attendance record, previous grades, professionalism, and fit within a site will be taken into consideration by the program director. Skill level must fit the requirements for the site.

Unprofessional Behavior - During the externship, students must adhere to all conditions stated in the *Externship Agreement*. Any unprofessional behavior that breaks the *Externship Agreement* may be cause for termination, i.e. the STUDENT MAY BE FIRED. If terminated by the site, HMC is not obligated to arrange another site, a final grade of F grade will be submitted, and the student may be dismissed from the program.

Attendance - It is up to the student and site supervisor to agree upon a schedule. Once a schedule is determined strict adherence to attendance on those dates is expected. An absence or tardy may be excused only if a physician or legal note is provided to site supervisor and program coordinator. More than 2 unexcused absences may result in dismissal from externship site.

Americans with Disabilities Act (ADA) - Hawaii Medical College will work with externship sites to provide reasonable accommodation to individuals with disabilities, under the Americans with Disabilities Act (ADA). To request an accommodation, please contact your externship coordinator.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (SAP) is a standard used to measure a student's successful completion of coursework toward the completion of their program.

Hawaii Medical College is under obligation by its Accreditation body, ACCET, and the regulations published by the U.S. Dept. of Education regarding student progress, to ensure that the institution establishes and applies reasonable standards for enrolled students to successfully complete their program of study. Policy and procedures of satisfactory progress are based on established criteria consistent with sound educational practice. All students, including those who are recipients of financial assistance under the programs authorized by Title IV of the Higher Education Act, are subjected to evaluation of student performance based on the standards required.

The obligations require Hawaii Medical College to develop criteria regarding satisfactory academic progress (SAP) that adhere to the Federal Title IV program requirements and the guidelines of the U.S. Dept. of Education. All students are provided the assessment and evaluation criteria as part of the syllabus for each course. The SAP requirements are cumulative, include all periods of attendance, and, are applied consistently to all students within each program of study.

Students are provided SAP evaluations at the end of each 10-week academic term for all degree and diploma granting programs and at the midpoint of the non-term programs (Pharmacy Technician) [30th week].

Students are provided a notification of Satisfactory Progress determination in one of the following notifications based on the outcome of each evaluation point.:

1. meets requirements,
2. failed to meet requirements SAP financial aid Warning and/or Academic Warning,
3. financial aid Suspension, an/or Academic Dismissal
4. academic suspension

Students who fail to meet the requirements of SAP are first placed on a status of Warning and are issued a Financial Aid Warning regarding eligibility. The status of Warning will illustrate the length of time the student has to improve their standing, the terms and conditions of the warning, the consequences of the status the student as defined during the warning period, and, the consequences for a failure to meet the terms of the warning.

Students who subsequently fail to meet the requirements after being placed on a Warning status are placed in Probation status. The status of Probation will illustrate the length of time the student has to improve their standing, the terms and conditions of the probation, the consequences of the status the student as defined during the probation period, and, the consequences for a failure to meet the terms of the probation will be the loss of Financial Aid.

Institutional Policy

The Education Department completes a Satisfactory Progress Report for each student as notice of their academic progress at the end of each 10-week term for degree and diploma programs and at the midpoint of the non-term program [30th week]. Students are evaluated based on both of the following criteria:

- Quantitative progress
 - Defined as the credit hours earned [*achieved*] based on the credit hours scheduled through the evaluated term. To achieve satisfactory academic progress a student must maintain a credit earn rate minimum of 0.667 of the scheduled credits.
 - Ex: A student who is scheduled for 12 credits during a 10-week term must successfully earn a minimum of 8 credits
- Qualitative progress

- Measures the students grade point attainment within the course scheduled up to the evaluation point.
- Student are required to maintain as cumulative grade point average (CGPA) a minimum grade point average of 2.0 at each evaluation point.
- Maximum Time Frame:
 - All students are measured against the maximum time frame for each program while attempting credits.
 - Student cannot exceed 150% attempted credits of the published program length. All programs are measured in credit hours.
 - Students who are unable to complete the program within 150% of the scheduled credits will be dismissed from Hawaii Medical College.

Maximum Program Length Defined

Program	Required Credits of Each Program	Maximum Attempted Credits Allowed
Clinical Medical Assistant	69.25 credits	103.875 credits
AAS CMA Degree	105.25 credits	157.875 credits
Healthcare Administration Billing & Coding	61.75 credits	92.625 credits
AAS HABC Degree	97.75 credits	146.625 credits
AAS HHS Degree	110.83 credits	166.245 credits
Pharmacy Technician	59.75 credits	89.625 credits

SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID WARNING

Students will be placed on Satisfactory Academic Progress Financial Aid Warning [SAP-FA W] for one evaluation period if they failed to meet the required cumulative GPA and/or overall cumulative earned credits percentage standards.

While on SAP-FA Warning, students continue to be eligible to receive financial aid. To be removed from SAP-FA Warning status, students must attain the required cumulative GPA and/or cumulative completed credits percentage standards by the end of the defined warning period.

SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID PROBATION

A student granted the status of Satisfactory Academic Progress Probation [SAP-FA P] will be placed on the status. Students are eligible for financial aid while on a status of probation. Failure to attain the required GPA and/or cumulative completed credits percentage will result in the loss of Financial aid and academic dismissal.

FORMAL ACADEMIC APPEAL

Students Currently Attending:

Students that fail the same course two times and have a GPA of 2.0 and above may be required to participate in an academic appeal prior to attending the next academic module.

The appeal form is submitted to the appropriate Director of Education (Campus Live or IDL) who will gather all the necessary information and convene the Appeal Committee at the earliest possible date, normally within 3 working days.

The Appeal Committee will review all information and render a decision. If the committee agrees the student should continue to be enrolled at HMC, the committee will notify the student.

Students Requesting To Re-Enroll:

Students that fail the same course two or more times may be required to submit an academic appeal request form prior to re-enrollment.

The appeal form is submitted to the appropriate Director of Education (Campus Live or IDL) who will gather all the necessary information and convene the Appeal Committee at the earliest possible date, normally within 3 working days.

The Appeal Committee will review all information and render a decision. If the committee agrees the student should continue to be enrolled at HMC, the committee will notify the student.

Formal Academic Grade Appeal

Students should first discuss any grade concerns with their instructor. If a resolution cannot be met, the student may appeal their grade. The student should seek the guidance of Student Support Services to fully complete the Academic Grade Appeal Request Form and submit it to a Director of Education (DOE), within 1 week of the end of the course being appealed. The DOE will gather the necessary information and convene a committee to review the Appeal. The Committee will inform Student Support Services, the student, and the instructor of the final decision.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

Any student dismissed or suspended for failure to maintain satisfactory academic progress, as defined, may appeal for reinstatement by written petition to the Director of Education. Such an appeal must be based upon mitigating circumstances as described below. The appeal may begin five days after dismissal. A response to the appeal will be within five days.

Academic appeal requests are reviewed by a committee of administrative and faculty members who review a student's academic circumstances to determine if the submitted appeal will be approved or denied. The committee's decision to review and act on a student's academic appeal is based on

- The student's written justification,
- A brief explanation regarding the circumstances that led to the student earning "D" and/or "F" grades in 2 attempts at a course.
- An explanation of how the student's circumstances have improved or what steps the student has or will take to earn "C" or higher grades in a subsequent attempt at the course.
- supporting documentation provided by the student,
- evaluation of the student's past and current academic record, and
- if a previous appeal had been evaluated or granted for the student.

To file an appeal, a student must:

- articulate the circumstances that led to the necessity of an appeal,
- provide clear written justification that demonstrates how the situation was outside of their immediate control,
- provide an **action plan** that identifies what the student will do differently in retaking the course.

The committee will then discuss the appeal items provided by the student and determine any of the following requirements:

- an evaluation of student time management needs,
- the student's work schedule,
- academic resources that are available including tutoring on campus,
- availability of additional study periods, and
- changes proposed to make to ensure successful course completion

RE-ENTRY CONDITIONS

Students who have been granted re-admission by the Appeal Committee, shall adhere to provisions outlined in the Student Support Plan. Re-admitted students do not have to take the

Wonderlic Basic Skills Test but on-campus students must provide a current TB clearance. Re-admission is not guaranteed. Re-admitted students who fail to comply with the Academic Plan and/or fail to maintain Satisfactory Academic Progress may be dismissed indefinitely.

CHANGE OF PROGRAM

Students seeking to change their program need to see the Student Support Services Department. Any student changing programs that are in a course not needed for the new program should unregister/drop from the course. (Check with FA Director on appropriate time to change)

A \$50.00 program change fee will apply.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

Students must complete their program within 150% of the published program length based on weeks and credits. Please note that Leave of Absence is NOT included when computing the maximum period.

COMPLETE WITHDRAWAL FROM SCHOOL

A student seeking a complete withdrawal from Hawaii Medical College should notify their instructor, program coordinator and the Student Support Services Department.

If the student does decide to withdraw from school, an official withdrawal form may be signed. Students can notify the school of their intent to withdraw via mail, email, over-the-phone or in-person. If a student does not notify the College of their intentions and simply abandons their education program or otherwise “disappears,” the College will send a letter via email 15 days after the student’s Last Day of Attendance. This letter will serve as official notification that the student has been withdrawn.

LEAVE OF ABSENCE

For non-term students, occasionally circumstances arise that require students to interrupt training. A student who finds it necessary to take a Leave of Absence must notify Student Support Services.

A “Request for a Leave of Absence” form must be signed and submitted along with a statement why a leave is requested for approval. The request must outline the duration of the requested leave, reason (approved reasons listed below), date requested and the expected return date. Student will be unofficially withdrawn if the form is not signed or has not been returned.

An approved Leave of Absence will begin on the date indicated as the 1st date of the subsequent academic module. The student is required to continue to attend existing classes or request withdrawal until the Leave of Absence is approved and the return date is determined. More than one leave may be granted in a 12-month period and the total leave shall not exceed 180 calendar days in duration. Any Leave of Absence equaling or exceeding 180 calendar days will result in the student being terminated.

Approved Leave of Absence reasons:

- Family emergencies
 - Caretaker, medical issues or death of an immediate family member: spouse, children, parent(s), sibling(s), aunts, uncles and grandparent(s)
 - Babysitting
 - Legal/court obligations
 - Family crisis
- Military (must be on active or reserve status)
- Medical

ENROLLED NOT ATTENDING

For “term” students, occasionally situations will arise in which will affect the student’s ability to

matriculate to the next module. During the situations the student may request a break in their educational progression. The student must request an “Enrolled not Attending” (ENA) form with a statement of the reason for requested an ENA. The duration of the ENA cannot be more than a consecutive 10-week break and must not be in a full 10-week term (it must be in a B module of one term and an A module in another term). Some examples:

- Student (C) requests ENA in the SUMMER 2 term but starts in the A module
 - This student will only be able to request the SUMMER 2 A module off = 5 weeks
 - They will not be able to request SUMMER 2 A module and SUMMER 2B module – they are in the same term
- Student (D) requests an ENA in the Summer 2 term but starts in the B module
 - This student will be able to request SUMMER 2B and FALL term A module off = 10 weeks
 - Both of these modules are in different Terms one is SUMMER 2 and the other is FALL

STUDENT RIGHTS

Every student has the right to receive training in a safe, quiet, and professional environment free of disruption and harassment, real or perceived. Any student that feels his/her rights are not being respected is welcome to file a written complaint. The complaint must contain the incident, time, location, persons involved, witnesses, documentation, and why the student feels her/his right to training is being violated.

DISCIPLINARY DISMISSAL

A student may be subject to dismissal for disciplinary reasons at the discretion of Hawaii Medical College. Dismissal may result for any one of the following unprofessional behaviors:

- Not abiding by the Student Code of Conduct
- Not adhering to the Healthcare Code of Conduct
- Violation of safety regulations
- Use of illegal drugs or alcohol
- Flagrant interference of other students or Hawaii Medical College employees on campus
- Flagrant disruption of the learning environment
- Obscenity, vulgarity, bullying of other students or employees in person, in writing or over the internet
- Verbal, physical or sexual harassment or the threatening of students or employees in person, in writing or over the internet.
- Online harassment, bullying or threatening

Any student accused of such behavior has the right to due process. Due process includes the offending student being presented with the infraction, being notified what her/his options are in the circumstance, being given an opportunity to defend her/his self. A student may appeal by submitting a written petition describing how the student did not violate other student(s) rights as stated above. A student dismissed for disciplinary reasons will not be automatically granted re-entry to the College. Final decision rests with Director of Education.

ACADEMIC INTEGRITY

Hawaii Medical College does not condone academic dishonesty. Hawaii Medical College Academic dishonesty policy is defined as cheating and/or submitting any assignment for grade that was not authored by the individual, the act of obtaining or attempting to obtain credit for work using dishonest, deceptive, or fraudulent means. All academic assignment(s) submitted for a grade is based on the understanding the assignment(s) submitted is that of original work in the student's own words. Consequences for offenders include, but are not limited to, a grade reduction, suspension for one module (insubordination) and/or dismissal. Final decision rests with the Director of Education.

GRADUATION REQUIREMENTS

To graduate from a program, a student must pass all academic courses with a cumulative GPA of 2.0 and must complete the required total program hours. Upon completion of the program, the school will grant a diploma or degree to the student. Passing certification exams are NOT required for graduation.

ADVISING

Students who need help with an academic issue should consult their instructor. Personal challenges should be discussed with the Student Support Services.

VOTER REGISTRATION

Hawaii Medical College encourages students to vote. We encourage you to visit the following website for more information <http://elections.hawaii.gov/>

INTERACTIVE DISTANCE LEARNING

The Interactive Distance Learning (IDL) program provides access to education and instruction through various learning methods asynchronously. Distance learning typically refers to the delivery of instruction in a non-traditional format in which the instructor and student are separated by physical distance. Students at Hawaii Medical College (HMC) have the option to take full, college-credit courses without the typical restrictions of time and location. Currently, the Healthcare Administration Billing and Coding and Health and Human Services programs are offered completely online.

IDL courses do not require the student to attend a physical location and provides educational opportunities outside of the traditional classroom that can alleviate conflicts with work, childcare, and transportation.



CAREER SERVICES

EMPLOYMENT ASSISTANCE

The success and reputation of Hawaii Medical College depends on the success of our graduates. Our goal is to help every student get a better job with better pay and to start a career

in the medical field. Towards that end, we have established several outstanding employment assistance services.

These services include individualized instruction for resume writing, job interview techniques and job search skills. Since each student has different interests, abilities, and goals, students receive employment assistance and career guidance support.

Hawaii Medical College does not guarantee employment. The Career Services Department, however, will provide students with assistance, as noted above, in finding employment.

CAREER TRAINING PROGRAMS

CLINICAL MEDICAL ASSISTANT (CMA) DIPLOMA PROGRAM

This program offers training for students interested in clinical medical assisting. Clinical Medical Assistants assist doctors and patients in physicians' back offices, clinics, and outpatient departments of hospitals. They also are employed as assistants in laboratories or other health service areas.

This program can usually be completed within 60 weeks. Students will need to complete a 225-hour externship.

At the completion of the program students are eligible take the Certified Medical Assistant (CCMA), Certified Phlebotomy (CPT) and Certified EKG (CET) exams. These are nationally recognized certification exams of the National Health Career Association. For more information about this certification please visit www.nhanow.com.

CMA Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
105 Psychology	30	0	0	3
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3.5
311 Advanced Clinical Procedures	30	10	0	3.5
312A Phlebotomy I	30	10	0	3.5
312B Phlebotomy II	25	15	0	3.25
313A ECG I	30	10	0	3.5
313B ECG II	30	10	0	3.5
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	225	7.5
	565	105	225	69.25
20 courses				
895 contact hours/ 69.25 credits				

HEALTHCARE ADMINISTRATION, BILLING AND CODING (HABC) PROGRAM

Healthcare Administrators work in such diverse areas as: billing companies, clinic billing and/or coding departments, hospital billing and/or coding departments, private physician practices, insurance providers, and a select few work independently from home.

The Healthcare Administration program is usually completed within 60 weeks. Students will need to complete a 225-hour internship.

At the completion of the program students will be eligible to take the Certified Professional Coder exam by the American Academy of Professional Coders. For more information about this certification please visit www.aapc.com.

HABC Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
221A CPT Coding I	25	5	0	2.75
221B CPT Coding II	25	5	0	2.75
321A ICD-10-CM Coding I	25	5	0	2.75
321B ICD-10-CM Coding II	25	5	0	2.75
322 Hospital Billing	25	5	0	2.75
400 Customer Service	30	0	0	3
420 HABC Certification Exam Preparation	20	10	0	2.5
520 HABC Externship	0	0	225	7.5
	505	75	225	61.75
19 courses				
805 contact hours/ 61.75 credits				

PHARMACY TECHNICIAN (PT) PROGRAM

The Pharmacy Technician program will provide the tools to enter the healthcare industry as a professional in a retail pharmacy, hospital, home healthcare setting, mail order or pharmaceutical wholesaler's industry.

Pharmacy Technicians may assist pharmacists in providing medications and healthcare products to patients. A certified Pharmacy Tech is able to receive and verify prescriptions and prepare patient medication.

This program can usually be completed within 60 weeks. Students will need to complete a 225-hour clinical rotation externship.

At the completion of the program students have the option of either taking the Certified Pharmacy Technician exam administered by the Pharmacy Technician Certification Board (PTCB) or the Pharmacy Technician (ExCPT) National Health Career Association Certification.

Pharmacy Technician Diploma Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
202 Pathophysiology	30	0	0	3
231A Pharmacy Calculations I	20	10	0	2.5
231B Pharmacy Calculations II	20	10	0	2.5
232 Pharmaceutics	20	10	0	2.5
301A Pharmacology I	30	0	0	3
301B Pharmacology II	30	0	0	3
331 Retail Practice	20	10	0	2.5
332 Hospital Practice	20	10	0	2.5
333 Over-The-Counter Therapeutics	20	10	0	2.5
400 Customer Service	30	0	0	3
430 Pharmacy Certification Exam Preparation	25	5	0	2.75
530 Pharmacy Tech Externship	0	0	225	7.5
	475	95	225	59.75
19 courses				
795 contact hours/ 59.75 credits				

ASSOCIATE OF APPLIED SCIENCE (AAS) in CMA

The AAS degree is designed to prepare students with the appropriate general education and didactic theory for advancing their knowledge and skills to pursue new opportunities in their current health care field.

This degree program also offers advance training for medical assistants who wish to become or have recently become lead techs, senior techs, supervisors or trainers.

Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of three areas of professional development that will increase opportunities for employment and/or advancement.

Professional Communication

- Speech
- Therapeutic Communication for Health Professionals
- English Composition I
- English Composition II

Professional Response

- Sociology
- American History
- Applied Psychology
- Complementary and Alternative Medicine

Professional Leadership

- Healthcare Management
- Health Information Management
- Math for Healthcare Professionals
- Critical Thinking

CMA AAS Degree Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
105 Psychology	30	0	0	3
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
211 Basic Clinical Procedures	30	10	0	3.5
311 Advanced Clinical Procedures	30	10	0	3.5
312A Phlebotomy I	30	10	0	3.5
312B Phlebotomy II	25	15	0	3.25
313A ECG I	30	10	0	3.5
313B ECG II	30	10	0	3.5
410 CMA Certification Exam Preparation	30	0	0	3
510 Externship	0	0	225	7.5
601 Therapeutic Communication for Health Professionals	30	0	0	3
602 Complementary & Alternative Medicine	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 English Composition I	30	0	0	3
802 English Composition II	30	0	0	3
803 Speech	30	0	0	3
804 Critical Thinking	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Healthcare Professionals	30	0	0	3
808 Applied Psychology	30	0	0	3
	925	105	225	105.25
32 courses				
1255 contact hours/ 105.25 credits				

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) HABC

The AAS degree is designed to prepare students with the appropriate general education and didactic theory for advancing their knowledge and skills to pursue new opportunities in their current health care field.

This AAS degree for Healthcare Administration Billing and Coding program also offers advance training for HealthCare Administrators, Biller and Coders who wish to become or have recently become Certified Professional Coder, Reception Administrator, Project Office (coding and billing), Patient Accounting Specialist or supervisory role.

Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of three areas of professional development that will increase opportunities for employment and/or advancement.

Professional Communication

- Speech
- Therapeutic Communication for Health Professionals
- English Composition I
- English Composition II

Professional Response

- Sociology
- American History
- Applied Psychology
- Complementary and Alternative Medicine

Professional Leadership

- Healthcare Management
- Health Information Management
- Math for Healthcare Professionals
- Critical Thinking

HABC AAS Degree Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	3.5
102 Word Processing Applications	30	10	0	3.5
103 Spreadsheet Applications	30	10	0	3.5
104 Medical Insurance Billing	30	10	0	3.5
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
221A CPT Coding I	25	5	0	2.75
221B CPT Coding II	25	5	0	2.75
321A ICD-10-CM Coding I	25	5	0	2.75
321B ICD-10-CM Coding II	25	5	0	2.75
322 Hospital Billing	25	5	0	2.75
400 Customer Service	30	0	0	3
420 HABC Certification Exam Preparation	20	10	0	2.5
520 Externship	0	0	225	7.5
601 Therapeutic Communication for Health Professionals	30	0	0	3
602 Complementary & Alternative Medicine	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 English Composition I	30	0	0	3
802 English Composition II	30	0	0	3
803 Speech	30	0	0	3
804 Critical Thinking	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Healthcare Professionals	30	0	0	3
808 Applied Psychology	30	0	0	3
	865	75	225	97.75
31 courses				
1165 contact hours/ 97.75 credits				

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) HHS

The Hawaii Medical College Associate of Applied Science degree in Health and Human Services is designed to help students gain the introductory knowledge, skills, abilities, and attitudes as a generalist in health and human services. This career-entry training allows graduates to work with children and families, the elderly, people with disabilities, people with addictions, veterans, people with mental illness, immigrants, former prison inmates, and homeless people providing health and human or social services.

This AAS degree for Health and Human Services program prepares graduates for career entry as Human Service Assistant, Case Management Aide, Human Services Program Specialist, Client Advocate Aide, Social Work Assistant, Community Outreach Worker, and Family Support Worker.

Graduates will also be prepared for opportunities in supervisory roles.

The program is comprised of four areas of professional development that will increase opportunities for employment and/or advancement.

Professional Communication

- Speech
- Therapeutic Communication for Health Professionals English
- Composition I
- English Composition II

Professional Response

- Sociology
- American History
- Applied Psychology
- Complementary and Alternative Medicine

Professional Leadership

- Healthcare Management
- Health Information Management
- Math for Healthcare
- Professionals Critical Thinking

Professional Development

- Introduction to Health and Human Services
- Substance Abuse Overview
- Introduction to Counseling
- Children and Adolescents in Crisis
- Case Management
- Health Problems & Prevention
- Principles of Health Coaching

HHS AAS Degree Program Courses	Lecture Hours	Lab Hours	Externship Hours	Credits
100 Career Preparation	30	0	0	3
101 Medical Office Procedures	30	10	0	2.5
102 Word Processing Applications	25	10	0	2.5
103 Spreadsheet Applications	25	10	0	2.5
104 Medical Insurance Billing	25	10	0	2.5
105 Psychology	30	0	0	3
106 Medical Law and Ethics	30	0	0	3
107 Anatomy & Physiology	30	0	0	3
108A Medical Terminology I	30	0	0	3
108B Medical Terminology II	30	0	0	3
201 Pharmacology	30	0	0	3
202 Pathophysiology	30	0	0	3
400 Customer Service	30	0	0	3
601 Therapeutic Communication for Health Professionals	30	0	0	3
602 Complementary & Alternative Medicine	30	0	0	3
701 Healthcare Management	30	0	0	3
702 Health Information Management	30	0	0	3
801 English Composition I	30	0	0	3
802 English Composition II	30	0	0	3
803 Speech	30	0	0	3
804 Critical Thinking	30	0	0	3
805 Sociology	30	0	0	3
806 American History	30	0	0	3
807 Math for Healthcare Professionals	30	0	0	3
808 Applied Psychology	30	0	0	3
900 Introduction to Health and Human Services	30	0	0	3
901 Substance Abuse Overview	30	0	0	3
902 Introduction to Counseling	30	0	0	3
903 Children and Adolescents in Crisis	30	0	0	3
904 Case Management	30	0	0	3
905 Health Problems & Prevention	30	0	0	3
910 Principles of Health Coaching	20	10	0	3
960 HHS Externship	0	0	400	13.33
	950	50	400	110.83
33 courses				
1400 contact hours/110.83 credits				

NATIONAL PROFESSIONAL CERTIFICATIONS

Each Hawaii Medical College program is designed for the student, upon completion of her/his career training program, to sit for a national certification in her/his respective area of study. The certifications are administered by the following national bodies:

National Healthcareer Association (NHA)

- NHA CET Examination for the CMA Program: \$117
- NHA CPT Examination for the CMA Program: \$117
- NHA CCMA Examination for the CMA Program: \$155
- NHA CEHRS Examination for the HABC Program: \$117
- NHA CBCS Examination for the HABC Program: \$117
- NHA ExCPT Examination for the PhT program: \$117

American Academy of Professional Coders (AAPC)

- AAPC Examination for the HABC Program: \$399

American Heart Association (AHA) - Basic Life Saving (BLS) & Cardio- Pulmonary Resuscitation (CPR)

- CPR Certification for the CMA Program: \$60
- First Aid Certification for the CMA Program: \$60

Occupational Services Health Administration (OSHA)



CERTIFICATION PREPARATION COURSES

Hawaii Medical College offers professional national certification preparation courses for the following:

- Certified Professional Coder (30 hours)
- Certified Pharmacy Technician (30 hours)
- Certified Clinical Medical Assistant (30 hours)
- Certified EKG Technician (80 hours)
- Certified Phlebotomy Technician (80 hours)

In addition to the national certification opportunities, students in the Health and Human Services Associate of Applied Science Degree program are eligible to receive the following certificate:

Certificate of Completion in Health Coaching



COURSE DESCRIPTIONS

HMI 100 Career Preparation (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course, taken the first term of study, serves as an orientation to each program. Students will review study skills and explore individual methods for success. This course also prepares students to successfully enter the workplace. Topics include: resume writing, job interview techniques, job search skills, understanding workplace norms, how to procure an externship. This course is taken as PASS/FAIL.

HMI 101 Medical Office Procedures (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course emphasizes general medical office skills, and an overview of the medical assisting profession. Administrative functions may include greeting patients, office management and correspondence, maintaining and filing medical records, scheduling appointments, arranging laboratory services, telephone techniques, operating office equipment. Training of roles will be simulated in such practices as physician's offices, large medical clinics, urgent care facilities and hospitals. An introduction on safety, OSHA guidelines, HIPAA regulations and personal protective equipment. A laboratory requisite adds to efficiency.

HMI 102 Word Processing Applications (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance. A version of Microsoft Word is used.

HMI 103 Spreadsheet Applications (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course presents both spreadsheet design concepts and hands- on experience in the use of spreadsheet software and includes use of a worksheet with graphics and a database management program. Students are required to integrate user- interface concepts, commands, worksheet mechanics, and applications in a problem- solving environment. A version of Microsoft Excel is used.

HMI 104 Medical Insurance Billing (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course is designed to help students learn medical insurance billing w/ Medical Management Software by understanding the cycle of medical billing and use of medical management software program for administrative use in the health field. Students will learn how to complete a CMS-1500 claim form, learn basic principles of procedure coding and diagnosis coding, different features available on medical management software programs. Throughout the course, students will be able to complete administrative task by inputting patient information, entering charge transactions, payments and adjustments. They will be able to schedule appointments, create claims and statements. Upon completion students should learn and understand the importance of proper and accurate billing to generate the most revenue for a

medical practice.

HMI 105 Psychology (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Introduces psychological principles that contribute to well-adjusted personality. Studies include individual behavior as it affects the individual's relationships and covers such topics as attitudes, needs, values, leadership, communication and group dynamics. Teaches constructive methods of interpersonal problem solving.

HMI 106 Medical Law and Ethics (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Introduces legal principles, procedures and regulations involving ethical relationships among physicians, patients and medical assistants regarding prior consent, confidentiality, and use of appropriate guidelines to release information, accurate documentation, negligence, fraud affecting health care practitioners, complying with established risk management and safety procedures. Ethical issues will be explored within the context of current laws and cases which structure medical practice for both the inpatient and outpatient environments. Emphasis is placed on the MAs role to practice within the scope of education, training and personal capabilities.

HMI 107 Anatomy and Physiology (Campus/Online)

Prerequisite or concurrent enrollment: HMI 108A

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function, including terms used to refer to the body in terms of directions and geometric planes, major cavities of the body and the organs they contain, cell function and the study of major body systems.

Upon completion of this course students will demonstrate an understanding of the cell structure and function, identify internal organs and their appropriate cavities and membranes, identify the twelve body systems and their functional relationships.

HMI 108A Medical Terminology I (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

The student will develop a basic understanding of the medical language employed in the health care professions utilizing word analysis and application of medical terms to anatomy, physiology, and pathophysiology of the human body. This course introduces prefixes, suffixes and word roots. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological, conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell and define medical terms as related to planes and directional terminology.

HMI 108B Medical Terminology II (Campus/Online)

Prerequisite: HMI 108A

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This is a continuation of Medical Terminology I. In addition, this course emphasizes the specific organ systems that include: Urinary, Female, Male Cardiovascular, Respiratory, Blood, Lymphatic and Sense Organs, including the Eye and Ear.

HMI 201 Pharmacology (Campus/Online)**Prerequisite: HMI 108A and HMI 108B***(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

This course introduces general principles of drug classifications. Students study how to use the Physician Desk Reference (PDR) to obtain drug information including types, interactions and side effects including medications prescribed for the treatment of illness and diseases. Upon completion of this course students will have an understanding of dosage calculations, drug sources, supplements, legislation relating to drugs, FDC and state laws, legal aspects as well as abbreviations used in prescription writing.

HMI 202 Pathophysiology (Campus/Online)**Prerequisite(s): HMI 108A***(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)*

A study of anatomy and physiology with an emphasis on human diseases, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body parts. Upon completion of this course students will demonstrate an understanding of the general structural organization of the human body, standard anatomical positions, identify major organ systems' structure, function and pathology, identify and relate to three-dimensional structures of the body.

HMI 211 Basic Clinical Procedures (Campus)**Prerequisite: HMI 101, HMI 107, HMI 108A, HMI 108B, HMI 202***(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)*

This course provides the student with knowledge and application of back office skills of patient interviewing, vital sign measurement, height and weight measurement of children and adults, assisting with patient examinations, body mechanics, aseptic technique, first aid and cardiopulmonary resuscitation. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations and the use of personal protective equipment (PPE). Passing grade of a C or better is required to advance to clinical courses.

HMI 221A CPT Coding I (Campus/Online)**Prerequisite: HMI 202***(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

This course is designed to build knowledge of CPT coding. Students will learn CPT manual organization, guidelines for E/M, Anesthesia, Modifiers and Surgery, guidelines for Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System. Students will continue to learn guidelines for female genital system, Maternity care and Delivery, General surgery, Radiology, Pathology/Laboratory, Medicine Section and Level II National Codes (HCPCS). Students will experience hands-on coding for different specialties.

HMI 221B CPT Coding II (Campus/Online)**Prerequisite or concurrent enrollment in HMI 221A***(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)*

This course is designed to build knowledge of CPT coding. Students will learn CPT manual organization, guidelines for E/M, Anesthesia, Modifiers and Surgery, guidelines for Integumentary System, Musculoskeletal System, Respiratory System, and Cardiovascular System. Students will continue to learn guidelines for female genital system, Maternity care and Delivery, General surgery, Radiology, Pathology/Laboratory, Medicine Section and Level II National Codes (HCPCS). Students will experience hands-on coding for different specialties.

HMI 231A Pharmacy Calculations I (Campus)

Prerequisite: None

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Reviews the critical mathematical relationships involved in daily practice used to calculate medication dosages, compounding quantities from percentages, dispensing quantities, pharmacokinetics, etc. Ranging from simple arithmetic to dosage conversions, ample examples of similar questions that are on the National Certification Board exam will be presented for confident understanding. Passing grade of a C or better is required to take 231B Pharmacy Calculations II.

HMI 231B Pharmacy Calculations II (Campus)

Prerequisite: HMI 231A

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

This course is a continuation of HMI 231A. Review the mathematical relationship of medication reconstitution, IV flow rates, proper pediatric dosing and dilution of pharmaceutical concentrations.

HMI 232 Pharmaceuticals (Campus)

Prerequisite: None

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Explores the various drug formulations and their different routes of administration into the human body, while tracking the medications chemical disposition throughout its cycle up to elimination. In a laboratory setting, will briefly touch upon the differences between soluble and insoluble products and how that relates to where it goes and what it does in the body. Passing grade of a C or above is required to progress to higher level Pharmacy Technician courses.

HMI 301A Pharmacology I (Pharm Tech) (Campus)

Prerequisite: HMI 231A, HMI 231B

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course introduces general principles of drug classifications. Students study how to use the Physician Desk Reference (PDR) to obtain drug information including types, interactions and side effects including medications prescribed for the treatment of illness and diseases. Upon completion of this course students will have an understanding of drug sources, supplements, legislation relating to drugs, FDC and state laws, legal aspects as well as abbreviations used in prescription writing for pharmacy technicians.

HMI 301B Pharmacology II (Pharm Tech) (Campus)

Prerequisite: HMI 231A, HMI 231B, HMI 301A

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Prerequisite: 301A. This course includes advanced pharmacology designed primarily for the pharmacy technician. Further studies drug classifications and mechanisms of action beyond the Basic Pharmacology course.

HMI 311 Advanced Clinical Procedures (Campus)

Prerequisite: ALL HMI 100 series (except HMI 105), HMI 201, HMI 211, HMI 312B, and HMI 313B

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course is designed to build on the knowledge gained from basic clinical. This class provides the student with knowledge and application advanced procedures such as medication administration (mouth/eye/ear/topical/subq./IM). The student learns different positioning and preparation of patient for procedures in clinic setting, and wound care in accordance with guidelines set by National Wound Care Standards. Student will also be expected to have a basic understanding of sterilization techniques for medical equipment, proper storing and/or disposal of body fluids. Emphasis will also be placed on lab safety, OSHA guidelines, CDC regulations

and the use of personal protective equipment (PPE).
Passing grade of a C or above is required to begin clinical externship.

HMI 312A Phlebotomy I (Campus)

Prerequisite: HMI 211

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course is an introduction to the principles and practices of Phlebotomy. Students will learn phlebotomy procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the Phlebotomy Technician certification exam administered by the National Healthcareer Association.

HMI 312B Phlebotomy II (Campus)

Prerequisite or concurrent in HMI 312A

(25 Lecture Hrs. / 15 Lab Hrs. / 3.25 Credits)

This course is an introduction to the principles and practices of Phlebotomy. Students will learn phlebotomy procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the Phlebotomy Technician certification exam administered by the National Healthcareer Association

HMI 313A ECG I (Campus)

Prerequisite: HMI 211

(30 Lecture Hrs. / 10 Lab Hrs. / 3.5 Credits)

This course is an introduction to the principles and practices of ECG. Students will learn ECG procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the ECG certification exam administered by the National Healthcareer Association.

HMI 313B ECG II (Campus)

Prerequisite or concurrent in HMI 313A

(30 Lecture Hrs. / 10 Lab Hrs./ 3.5 Credits)

Students will learn ECG procedures and responsibilities, as well as infection control measures. The course consists of 5 weeks of lecture/lab time. This course prepares students to take the ECG certification exam administered by the National Healthcareer Association.

HMI 321A ICD-10-CM Coding I (Campus/Online)

Prerequisite: HMI 202

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

This course is designed to build knowledge in ICD-10-CM diagnosis coding (volume 1 & 2). Students will learn official guidelines for coding and reporting diagnosis and procedures.

HMI 321B ICD-10-CM Coding II (Campus/Online)

Prerequisite or concurrent in HMI 321A

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

This course is designed to build knowledge in ICD-10-CM diagnosis coding (volume 1 & 2). Students will learn official guidelines for coding and reporting diagnosis and procedures.

HMI 322 Hospital Billing (Campus/Online)

Prerequisite: None

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

This course is designed for students to continue building knowledge of medical billing through hospital billing and ICD-10-PCS coding. With the demand for medical coders and billers on the rise knowledge of hospital billing will allow the students to be versatile in both outpatient and hospital billing and coding. Students will learn the history of hospitals, its organizational structure, regulatory environment, hospital billing and coding process (accounts receivable, patient account and data flow, hospital billing process), UB04 and prospective payment systems. Upon completion of this course students will have learned various hospital billing and coding concepts, along with CPT Evaluation and Management CMS guidelines of 1993 and 1997.

HMI 331 Retail Practice (Campus)

Prerequisite or concurrent: HMI 232

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Instruction includes the retail scope of pharmacy practice including prescription intake, insurance billing, processing and filling of a legal prescription, stocking and repacking of inventory, patient counseling, compounding and more. Customer service skills and insurance claims processing will be covered in more detail under other sections.

HMI 332 Hospital Practice (Campus)

Prerequisite: HMI 231B, HMI 331

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Covers the fundamentals of hospital pharmacy practice encompassing inventory management, prescription order processing, medication dispensing, sterile compounding, record keeping, re-packaging and performance improvement activities. Will stress the unique aspects of inpatient pharmacy not covered in outpatient/retail practice.

HMI 333 Over-the-Counter Therapeutics (Campus)

Prerequisite: HMI 331

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

This course is a hands-on application encompassing both retail and inpatient settings, including customer communication, prescription processing, order entry, inventory management, OTC drugs, and compounding. This course is a synthesis of the practice of pharmacy from a technician's perspective.

HMI 400 Customer Service (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Course includes topics such as understanding customer expectations and perceptions. It also defines what a customer focused organization espouses. It closely examines the internal structure of the organization and those individuals and departments that play an integral part in delivering an exceptional customer service experience. In addition, there is a focus on how competitors can drive your customer service delivery to improve itself. Ultimately, the course examines the customer's experience and the ability of an organization to gather the necessary feedback to improve. Finally, the course studies the need to properly address customer concerns by being proactive in its approach to customer service.

HMI 410 Clinical Medical Assistant (CMA) Certification Exam Preparation (Campus)

Prerequisite: HMI 311

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course prepares students to take a national certification exam administered by an approved agency.

HMI 420 Healthcare Administration Billing and Coding (HABC) Certification Exam Preparation (Campus)

Prerequisite: HMI 221B, HMI 321B, and HMI 322

(20 Lecture Hrs. / 10 Lab Hrs. / 2.5 Credits)

Students will apply knowledge acquired from previous classes into practice by utilizing coding guidelines to prepare for the national coding exam administered by AAPC.

HMI 430 Pharmacy Technician Certification Exam Preparation (Campus)

Prerequisite: HMI 332

(25 Lecture Hrs. / 5 Lab Hrs. / 2.75 Credits)

Students will study and practice for the Pharmacy Technician Certification Board (PTCB) certification exam.

HMI 510 Clinical Medical Assistant (CMA) Externship

Prerequisite or concurrent enrollment HMI 410

(225 Externship Hours / 7.5 Credits)

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship in order to develop clinical skills in their area of interest.

HMI 520 Healthcare Administration Billing and Coding (HABC)

Prerequisite or concurrent enrollment in HMI 420, unless special consideration is given

(225 Externship Hours / 7.5 Credits)

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship in order to develop clinical skills in their area of interest.

HMI 530 Pharmacy Technician Externship

Prerequisite or concurrent enrollment in HMI 430, unless special consideration is given

(225 Externship Hours / 7.5 Credits)

Students will obtain practical work experience in her/his specialty field under the supervision of a qualified professional. Externship is for 225 hours. Students complete externships at a site determined by the coordinator. Students shall participate in an externship in order to develop clinical skills in their area of interest.

HMI 601 Therapeutic Communication for Health Professionals (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course will help the student explore and understand effective therapeutic communications. Recognize and define the verbal and non-verbal cues needed to understand healthcare populations and to nurture the empathy and optimal therapeutic communication between client and health professional.

HMI 602 Complementary and Alternative Medicine (Campus/Online)**Prerequisite: None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Students will explore and understand the complexity of the mind- body in relation to beneficial and optimal medicinal treatments using the methods of Complementary and Alternative Medicine. This form of medicine involves the body, mind and spirit to gain balance, pain control, disease control and interventions to increase positive medical outcomes.

HMI 701 Healthcare Management (Campus/Online)**Prerequisite: None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Students will explore the meaning of health care management as it pertains to all health professionals. The focus is on understanding, the foundational standards of ethics, human resource management, marketing, communication, cultural diversity care, leadership, teamwork, strategic planning, information technology, financing health care and managing costs and revenues.

HMI 702 Health Information Management (Campus/Online)**Prerequisite: None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Students will explore the meaning of health information management as it pertains to all health professionals, by incorporating the broad landscape of the patient-centered care. Focus is on understanding the areas of setting, regulatory status, documentation, reimbursement and legal issues that surround all facets of patient- centered healthcare.

HMI 801 English Composition I (Campus/Online)**Prerequisite: None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course is a fundamental writing course in which the outcomes are focused on personal writing and reading comprehension. Students will develop medically-consistent writing skills. This is an introductory course established to evaluate the level of the student's writing and progress.

HMI 802 English Composition II (Campus/Online)**Prerequisite: HMI 801**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

The course builds on the existing knowledge gained from English Composition I. While English Composition I is a fundamental writing course, English Composition II will be pitched as an academic writing class. The focus in this class will be on analyzing peer reviewed medical journals and producing APA formatted research papers.

HMI 803 Speech (Campus/Online)**Prerequisite: None**

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course is a 'hands-on' approach to public speaking; students will understand how to create, write, and adjust speech presentations for a public or medical setting. Making the appropriate presentation is the ultimate goal.

HMI 804 Critical Thinking (Campus/Online)
(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Prerequisite: None. The purpose of the course is to develop thinking skills, to take nothing for granted, and to establish a firm, reasonable stance – without being influenced by outside factors -- when evaluating anything. Students will take charge of their thinking and express the same both in written and oral presentations. This course could also be called “Problem Solving.”

HMI 805 Sociology (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This is an introductory course that presents a broad overview to the field of sociology. It will focus on the sociological influences in today’s society and the different factors that have come to form our way of life and the social world around us. The course examines how topics such as culture, gender, ethnicity, race, media, family background and world affairs affects both individual and group behaviors. We will explore different sociological theories, concepts, perspectives in order to explain societal patterns. This course not only focuses on the understanding of sociology as a discipline but also explains how medical professionals can utilize this knowledge in the betterment of your communities.

HMI 806 American History (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

The course is a survey of major events in American History. More specifically, we will examine the social, political, economic, and cultural themes surrounding and involving America from the 1400’s to the present time. Students will analyze the beginnings of the United States from its first declaration of independence, to its growth through immigration and manufacturing, and to its development as a technologically advanced society all within a multi-cultural nation.

HMI 807 Math for Healthcare Professionals (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Explore and understand the mathematical concepts of basic math review, roman numerals, fractions, percentages, ratios/proportions, accounting, the metric systems, apothecary systems, power of 10 concept and statistics. These mathematical concepts will enhance the safe practice of all health professionals dealing with medications, procedures, and medical billing.

HMI 808 Applied Psychology (Campus/Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

This course will provide an in-depth look into several major topics in field of psychology. Topics include brain and behavior, cognitive processes, learning and motivation, emotion, lifespan development, psychological disorders, and social behavior. Students will examine these psychological concepts, their theories, and methodologies so that they may apply them to the needs of a medical professional.

HMI 900 Introduction to Health and Human Services (Online)

Prerequisite: None

(30 Lecture Hrs. / 0 Lab Hrs. / 3 Credits)

Course Description: Students will be provided with an overview of the Human Services field. course serves as the foundational course for the Health and Human Services degree program. The course is delivered as a campus and online course.

HMI 901 Substance Abuse Overview (Online)

Prerequisite: None

(30 Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: Public and Community health is a fundamental course in the principles of personal health: nutrition, mental health, drugs, exercise, sleep and rest. This course also explores the principles of community health sanitation, community services and public health agencies.

HMI 902 Introduction to Counseling (Online)

Prerequisite: None

(30 Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: This course is an introduction to counseling profession which operates in a variety of settings. The course examines the development and history of the counseling profession, basic concepts of counseling, and the role and function of counseling professionals and the settings in which they work.

HMI 903 Ethics and Confidentiality in Counseling (Online)

Prerequisite: None

(30 Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: This course covers ethics and confidentiality issues in the counseling profession. Topics to be examined include ethics as pertaining to decision making for client treatment, case-management, referrals, and scope of practice. Legal issues in client-counselor confidentiality are also examined. Upon completion, students will be able to apply ethical codes to decision-making processes and be aware of the scope of client-counselor confidentiality agreements.

HMI 904 Case Management. (Online)

Prerequisite: None

(30 Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: This foundation course begins preparing students to function as informed and competent case managers who implement programs and, where appropriate, work towards policy change. This course covers principles, practices, and issues in case management. The diagnosis and treatment of developmental, psychological, and psychiatric problems and treatment resources in least restrictive and most cost-effective settings will be examined.

HMI 905 Health Problems and Prevention (Online)

Prerequisite: None

(30 Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: This course is comprised of class discussions, cooperative learning activities, individual assignments, and class presentations. This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HMI 910 Principles of Health Coaching (Online)

Prerequisite: HMI 101, HMI 104, HMI 107, HMI 108B, HMI 201, HMI 202, and all HMI 900 series classes

(30- Lecture Hrs./0 Lab Hrs./ 3 Credits)

Course Description: This course prepares students to provide health coaching services to clients in the externship experience. Students receive a certificate of completion upon completion of all program requirements.

HMI 960 Health and Human Services Externship (400 Hours)

Prerequisite: HMI 100, HMI 101, HMI 102, HMI 103, HMI 104, HMI 105, HMI 106, HMI 107, HMI 108B, HMI 201, HMI 202, and all HMI 900 series classes.

Course Description: The externship is scheduled as the last class in the last term of the program – the 15th module for the AAS program. The externship is a culmination and hands-on application of in-class training. HHS Externships are for 400 hours and must be completed within 4 modules (20 weeks). A minimum of 20 hours per week is required. It is strongly recommended that students schedule as many hours as possible to complete the externship quickly. Students complete externships at a site determined by the coordinator. Students complete externships at a site determined by the coordinator. Students shall participate in an externship in order to develop clinical skills in their area of interest.



2020 ACADEMIC CALENDAR

Winter Term 2020

New student orientation
Winter A Module begins
Martin Luther King, Jr. Holiday
Make-up Day
New student orientation
Winter A Module ends
Winter B Module begins
Presidents Day Holiday
Make-up Day
Winter Module B ends

Friday, January 10, 2020
Monday, January 13, 2020
Monday, January 20, 2020
Friday, January 24, 2020
Friday, February 14, 2020
Saturday, February 15, 2020
Monday, February 17, 2020
Monday, February 17, 2020
Friday, February 21, 2020
Saturday, March 21, 2020

Spring Term 2020

New student orientation
Spring A Module begins
New student orientation
Spring A Module ends
Spring B Module begins
Memorial Day Holiday
Make-up Day
Spring B Module ends

Friday, March 20, 2020
Monday, March 23, 2020
Friday, April 24, 2020
Saturday, April 25, 2020
Monday, April 27, 2020
Monday, May 25, 2020
Friday, May 29, 2020
Saturday, May 30, 2020

Summer 1 Term 2020

New student orientation
Summer 1-A Module begins
Summer 1-A Module ends
SUMMER BREAK
New student orientation
Summer 1-B Module begins
Summer 1-B Module ends

Friday, May 29, 2020
Monday, June 1, 2020
Saturday, July 4, 2020
Monday, July 6 – Sunday July 12, 2020
Friday, July 3, 2020
Monday, July 13, 2020
Saturday, August 15, 2020

Summer 2 Term 2020

New student orientation
Summer 2-A Module begins
Labor Day Holiday
Make-up Day
New student orientation
Summer 2-A Module ends
Summer 2-B Module begins
Summer 2-B Module ends

Friday, August 14, 2020
Monday, August 17, 2020
Monday, September 7, 2020
Friday, September 11, 2020
Friday, September 11, 2020
Saturday, September 19, 2020
Monday, September 21, 2020
Saturday, October 24, 2020

Fall Term 2020

New student orientation
Fall A Module begins
New student orientation
Thanksgiving Holiday
Fall A Module ends
Fall B Module begins
HOLIDAY BREAK
New Year's Day Holiday
Holiday Reschedule Day
Fall B Module ends

Friday, October 23, 2020
Monday, October 26, 2020
Monday, November 23, 2020
Thurs., Nov. 26, 2020 – Fri., Nov. 27, 2020
Saturday, November 28, 2020
Monday, November 30, 2020
Monday, Dec. 21 – Sunday, Dec. 27, 2020
Friday, January 1, 2021
Friday, January 8, 2021
Saturday, January 9, 2021

2021 ACADEMIC CALENDAR

Winter Term 2021

New student orientation	Friday, January 8, 2021
Winter A Module begins	Monday, January 11, 2021
Martin Luther King, Jr. Holiday	Monday, January 18, 2021
Holiday Reschedule Day	Friday, January 22, 2021
New student orientation	Friday, February 12, 2021
Winter A Module ends	Saturday, February 13, 2021
Winter B Module begins	Monday, February 15, 2021
Presidents Day holiday	Monday, February 15, 2021
Holiday Reschedule Day	Friday, February 19, 2021
Winter B Module ends	Saturday, March 20, 2021

Spring Term 2021

New student orientation	Friday, March 19, 2021
Spring A Module begins	Monday, March 22, 2021
New student orientation	Friday, April 23, 2021
Spring A Module ends	Saturday, April 24, 2021
Spring B Module begins	Monday, April 26, 2021
Spring B Module ends	Saturday, May 29, 2021

Summer 1 Term 2021

New student orientation	Friday, May 28, 2021
Memorial Day Holiday	Monday, May 31, 2021
Summer 1-A Module begins	Monday, May 31, 2021
Holiday Reschedule Day	Friday, June 4, 2021
Summer 1-A Module ends	Saturday, July 3, 2021
New student orientation	Friday, July 2, 2021
SUMMER BREAK	Monday, July 5 – Sunday July 11, 2021
Summer 1-B Module begins	Monday, July 12, 2021
Summer 1-B Module ends	Saturday, August 14, 2021

Summer 2 Term 2021

New student orientation	Friday, August 13, 2021
Summer 2-A Module begins	Monday, August 16, 2021
Labor Day Holiday	Monday, September 6, 2021
Holiday Reschedule Day	Friday, September 10, 2021
New student orientation	Friday, September 17, 2021
Summer 2-A Module ends	Saturday, September 18, 2021
Summer 2-B Module begins	Monday, September 20, 2021
Summer 2-B Module ends	Saturday, October 23, 2021

Fall Term 2021

New student orientation	Friday, October 22, 2021
Fall A Module begins	Monday, October 25, 2021
New student orientation	Friday, November 26, 2021
Thanksgiving Holiday	Thurs., Nov. 25, 2021 – Fri., Nov. 26, 2021
Fall A Module ends	Saturday, November 27, 2021
Fall B Module begins	Monday, November 29, 2021
HOLIDAY BREAK	Monday, Dec. 20 – Sunday, Dec. 26, 2021
New Year's Day Holiday	Saturday, January 1, 2022
Holiday Reschedule Day	Friday, January 7, 2022
New student orientation	Friday, January 7, 2022
Fall B Module ends	Saturday, January 9, 2022

2022 ACADEMIC CALENDAR

Winter Term 2022

Winter A Module begins
Dr. Martin Luther King Jr. Holiday
Holiday Reschedule Day
Winter A Module ends
Winter B Module begins
Presidents Day Holiday
Holiday Reschedule Day
Winter B Module ends

Monday, January 10, 2022
Monday, January 17, 2022
Friday, January 21, 2022
Saturday, February 12, 2022
Monday, February 14, 2022
Monday, February 21, 2022
Friday, February 25, 2022
Saturday, March 19, 2022

Spring Term 2022

Spring A Module begins
Spring A Module ends
Spring B Module begins
Spring B Module ends

Monday, March 21, 2022
Saturday, April 23, 2022
Monday, April 25, 2022
Saturday, May 28, 2022

Summer 1 Term 2022

Memorial Day Holiday
Summer 1-A Module begins
Holiday Reschedule Day
Summer 1-A Module ends
SUMMER BREAK
Summer 1-B Module begins
Summer 1-B Module ends

Monday, May 30, 2022
Monday, May 30, 2022
Friday, June 3, 2022
Saturday, July 2, 2022
Monday, July 4– Sunday July 10, 2022
Monday, July 11, 2022
Saturday, August 13, 2022

Summer 2 Term 2022

Summer 2-A Module begins
Labor Day Holiday
Holiday Reschedule Day
Summer 2-A Module ends
Summer 2-B Module begins
Summer 2-B Module ends

Monday, August 15, 2022
Monday, September 5, 2022
Friday, September 9, 2022
Saturday, September 17, 2022
Monday, September 19, 2022
Saturday, October 22, 2022

Fall Term 2022

Fall A Module begins
Holiday Reschedule Day Classes
Holiday Reschedule Eve Classes
Thanksgiving Holiday
Fall A Module ends
Fall B Module begins
HOLIDAY BREAK
New Year's Day Holiday
Holiday Reschedule Day
Fall B Module ends

Monday, October 24, 2022
Friday, November 18, 2022
Wednesday, November 23, 2022
Thursday, November 24, 2022
Saturday, November 26, 2022
Monday, November 28, 2022
Monday, Dec. 26 – Sunday, Jan. 1, 2023
Monday, January 2, 2023
Friday, January 6, 2023
Saturday, January 7, 2023

2023 ACADEMIC CALENDAR

Winter Term 2023

Winter A Module begins
Dr. Martin Luther King Jr. Holiday
Holiday Reschedule Day
Winter A Module ends
Winter B Module begins
Presidents Day holiday
Holiday Reschedule Day
Winter B Module ends

Monday, January 9, 2023
Monday, January 16, 2023
Friday, January 20, 2023
Saturday, February 11, 2023
Monday, February 13, 2023
Monday, February 20, 2023
Friday, February 24, 2023
Saturday, March 18, 2023

Spring Term 2023

Spring A Module begins
Spring A Module ends
Spring B Module begins
Spring B Module ends

Monday, March 20, 2023
Saturday, April 22, 2023
Monday, April 24, 2023
Saturday, May 27, 2023

Summer 1 Term 2023

Memorial Day Holiday
Summer 1-A Module begins
Holiday Reschedule Day
Summer 1-A Module ends
SUMMER BREAK
Summer 1-B Module begins
Summer 1-B Module ends

Monday, May 29, 2023
Monday, May 29, 2023
Friday, June 2, 2023
Saturday, July 1, 2023
Monday, July 3– Sunday July 9, 2023
Monday, July 10, 2023
Saturday, August 12, 2023

Summer 2 Term 2023

Summer 2-A Module begins
Labor Day Holiday
Holiday Reschedule Day
Summer 2-A Module ends
Summer 2-B Module begins
Summer 2-B Module ends

Monday, August 14 2023
Monday, September 4, 2023
Friday, September 8, 2023
Saturday, September 16, 2023
Monday, September 18, 2023
Saturday, October 21, 2023

Fall Term 2023

Fall A Module begins
Holiday Reschedule Day Classes
Holiday Reschedule Eve Classes
Thanksgiving Holiday
Fall A Module ends
Fall B Module begins
HOLIDAY BREAK
New Year's Day Holiday
Holiday Reschedule Day

Monday, October 23, 2023
Friday, November 17, 2023
Wednesday, November 22, 2023
Thursday, November 23, 2023
Saturday, November 25, 2023
Monday, November 27, 2023
Monday, Dec. 25 – Sunday,
Dec. 31, 2023
Monday, January 1, 2024
Friday, January 5, 2024

2024 ACADEMIC CALENDAR

Winter Term 2024

Winter A Module begins	Monday, January 8, 2024
Dr. Martin Luther King Jr. Holiday	Monday, January 15, 2024
Holiday Reschedule Day	Friday, January 19, 2024
Winter A Module ends	Saturday, February 10, 2024
Winter B Module begins	Monday, February 12, 2024
Presidents Day holiday	Monday, February 19, 2024
Holiday Reschedule Day	Friday, February 23, 2024
Winter B Module ends	Saturday, March 16, 2024

Spring Term 2024

Spring A Module begins	Monday, March 18, 2024
Spring A Module ends	Saturday, April 20, 2024
Spring B Module begins	Monday, April 22, 2024
Spring B Module ends	Saturday, May 25, 2024

Summer 1 Term 2024

Memorial Day Holiday	Monday, May 27, 2024
Summer 1-A Module begins	Monday, May 27, 2024
Holiday Reschedule Day	Friday, May 31, 2024
Summer 1-A Module ends	Saturday, June 29, 2024
SUMMER BREAK	Monday, July 1– Sunday July 7, 2024
Summer 1-B Module begins	Monday, July 8, 2024
Summer 1-B Module ends	Saturday, August 10, 2024

Summer 2 Term 2024

Summer 2-A Module begins	Monday, August 12, 2024
Labor Day Holiday	Monday, September 2, 2024
Holiday Reschedule Day	Friday, September 6, 2024
Summer 2-A Module ends	Saturday, September 14, 2024
Summer 2-B Module begins	Monday, September 16, 2024
Summer 2-B Module ends	Saturday, October 19, 2024

Fall Term 2024

Fall A Module begins	Monday, October 21, 2024
Fall A Module ends	Saturday, November 23, 2024
Fall B Module begins	Monday, November 25, 2024
Thanksgiving Holiday	Thursday, November 28, 2024
Holiday Reschedule Day Classes	Friday, December 6, 2024
Holiday Reschedule Eve Classes	Wednesday, November 27, 2024
HOLIDAY BREAK	Monday, Dec. 23 – Sunday, Dec. 29, 2024
New Year's Eve Holiday	Tuesday, December 31, 2024
Holiday Reschedule Day Classes	Friday, December 20, 2024

